

One Hundred And Eighteenth

ANNUAL REPORT

Town Of

Southborough, Massachusetts



Dana Putnam

YR END 1991

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Front Cover - Photograph by Dana S. Putnam

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Photograph on second page of Highway Department annual report - Main Street (early 1900) reproduced with the permission of the Historical Society.

Dedications



SADIE STIVERS HUTT
1894 - 1990

Sadie Stivers Hutt, Town Librarian, started working at the Southborough Library in September 1914, two months after graduating from Peters High School. She had hoped to further her education but could not pass up the library job offer. Sadie remained at the library for fifty years, retiring in 1964. She was an integral part of the town, watching it grow and change, and through all those many years she made the library a very special place. Some of us still remember her warm greeting and her guiding hand with book selections. School children had designated times when they would, as a class, walk to the library to get books..and they all new Sadie.

As stalwart guardian of the library for half a century, Sadie Stivers Hutt touched many lives and helped mold the Southborough of today.



FRANK R. ASPINWALL

Chief Aspinwall retired January 31, 1992 after serving on the Southborough Fire Department for forty years. Frank joined the department in 1952 as a call firefighter. In 1967 he became the Town's first full-time firefighter. He progressed through the ranks serving as Firefighter, Captain, Acting Chief and being appointed Fire Chief in 1986. Frank's involvement in community activity extended to other areas -- Boy Scout Leader, Youth Baseball Coach, member and Chairman of the Southborough Housing Authority. Frank's tenure on the Fire Department was not occupied solely with firefighting. His knowledge proved invaluable in many department projects - building the first rescue truck, construction of the present fire station, building the current rescue truck - to mention only a few.

We believe the greatest tribute that can be paid to Frank is to recognize that even as Chief he was still a firefighter's firefighter whose dedication to family, community and fellow firefighter can be equalled by few but surpassed by none.

For the many years of service we thank you in your retirement. We wish you many years of happiness and good luck.

OFFICERS OF THE UNITED STATES OF AMERICA

STATE OFFICIALS

COUNTY AND DISTRICT OFFICIALS

5

SOUTHBOROUGH AT A GLANCE - 1990

Area.....13.78 square miles. Sixty-four miles of roads.

Settled.....1688

Incorporated.....1727

Population.....6,657 (estimated)

Voters.....4,304

Tax Rate.....\$10.48/\$1,000 Valuation

Form of Government....Open Town Meeting/Board of Selectmen

Hospitals within)....Marlborough Hospital, Union Street (485-1121)
ten miles) Framingham Union Hospital, 115 Lincoln Street (879-7111)

Houses of Worship.....St. Anne's, 20 Boston Road (Roman Catholic); St. Matthew's, 105 Southville Road (Roman Catholic); St. Mark's, 27 Main Street (Episcopal); Pilgrim Church (United Church of Christ, Congregational), 15 Common Street; First Community Church, 135 Southville Road (Federated); Chapel of The Cross (Baptist), 9 Cordaville Road

Utilities.....Electric services provided by Massachusetts Electric
Gas service provided by Commonwealth Gas Company
Water supplied by M. D. C. from Quabbin Reservoir
Telephone service provided by New England Telephone Company
No sewage.

Transportation.....Bus service to Boston and Worcester by Peter Pan Bus Lines, Inc.
Bus service to Boston by Gulbankian Bus Company

Schools.....Two Elementary: Margaret A. Neary and Mary Finn.
One Middle: A. S. Woodward Memorial.
Two private boarding schools: St. Mark's and Fay Schools.

Two regional high schools: Algonquin (in Northborough) and Assabet Valley Vocational (in Marlborough).

Public Library.....25 Main Street

Public Safety.....Full-time Police Department.

Full-time Fire Department with 2 stations which provides emergency ambulance service to hospitals

Recreation.....Supervised summer playgrounds; instruction in tennis, swimming, alpine skiing, ice skating; road races; Junior Olympics. Facilities for: baseball, basketball, football, gymnastics, hockey, soccer and softball

Cable.....Greater Media, Worcester (1-800-634-1008)

Administration



Thomas W. McAuliffe William D. Baker James W. Falconi

TOWN OFFICERS

1991-1992

Term of Office Expires June 30 of Year

ELECTED TOWN OFFICIALS

MODERATOR - 1 Year

John H. Wilson (1992)

TOWN CLERK - 3 years

Paul J. Berry (1993)

BOARD OF SELECTMEN - 3 years

James W. Falconi (1992)

Thomas W. McAuliffe (1993)

Davis O. Cowles (1994)

BOARD OF ASSESSORS - 3 years

Paul R. Nelson (1992)

Arthur L. Sisson, Jr. (1993)

Charles W. Johnson (1994)

SCHOOL COMMITTEE - 3 years

John J. Ford, III (1992)

Norman M. Clement (1993)

Catherine D. Alsterlund (1993)

Michael F. Burnham (1994)(res.11-21-91)

Leslie W. Tuttle(fill vac.until May Elec.'92)

Andrew W. Davis (1994)

BOARD OF HEALTH - 3 years

Robert P. Juliano (1992)

Timothy P. Stone (1993)

Philip G. Mauch (1994)

WATER COMMISSIONERS *

Michael J. Shimkus (1992)

Michael G. Gulbankian (1993)

John P. Manning (1994)

TREE WARDEN *

Brian C. Mauro (1993)

BD. OF TRUSTEES OF SOUTHBOROUGH LIBRARY

- 3 years

Helen C. Uhlman (1992)

Fred B. Williams (1992)

Natalie J. Fantony (1993)

James A. Higgiston (1993)

Elizabeth B. White (1994)

David L. Flynn (1994)

* Abolished per Chapter 447, Acts 1991

ELECTED TOWN OFFICIALS (cont.)

CEMETERY COMMISSIONERS *

Robert B. Bezokas (1992)

George F. Killam (1993)

John Mauro (1994)

PLANNING BOARD - 5 years

Donald C. Morris (1992)

Mark W. Davis (1993)

Leo Bartolini, Jr. (1994)

Jean Bigelow (1995)

Charles E. Gaffney (1996)

ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL

DISTRICT COMMITTEE - 4 years

James B. Denman (1992)

SOUTHBOROUGH HOUSING AUTHORITY - 5 years

Esther E. Lesieur (8-2-95) State Appointee)

Mary Rose A. Monfalcone (1992)

Fred J. Sanchioni (1993)

Marguerite J. Clifford (1994)

Robert P. Jachowitz (1995)

APPOINTED TOWN OFFICIALS

APPOINTMENTS BY THE MODERATOR

ADVISORY COMMITTEE - 3 years

Joseph A. DiGiovanni, Jr. (1992)

A. Lawrence Glynn (1992)(resigned 11-6-91)

David H. Davidson (1992)

Jonathan Chorey (1993)

Carl Kooyoomjian (1993)

Vivian K. Mattson (1993)

Michael J. Sullivan (1994)

M. Jeanne Sholl (1994)

Raymond Grenier (1994)

CAPITAL BUDGET PLANNING COMMITTEE - 3 yrs.

Wayne A. Gates (1992)

Edward G. McCarthy (1992))

Paul R. Maffei (1993)

Michael F. Burnham (1993)(resigned 11-12-91)

Thomas W. Burns (to fill vacancy) (1993)

Peter J. Aspesi (1994)

* Abolished per Chapter 447, Acts 1991

APPOINTMENTS BY MODERATOR

PERSONNEL BOARD - 3 years

Ellyn B. Shriber (1992)
Joan Loring (1992)
William N. Davis, III (1993)
Dennis M. Doyle (1994)
Arthur R. Miner (1994)

APPOINTMENTS BY BOARD OF SELECTMEN

ADMINISTRATIVE ASSISTANT TO THE BOARD OF SELECTMEN - 3 years

Janice C. Conlin (1992)

ANIMAL CONTROL OFFICER - 1 year

Charles F. Hamel (1992)

BOARD OF APPEALS - 5 years

Joseph B. Gill (1992)
Joseph F. Prior, Jr. (1993)
Edward C. Bassett, Jr. (1994)
Peter H. Roche (1995)
Thomas M. Starr (1996)
Jonathan R. Karis (Alternate) (1992)
Salvatore M. Giorlandino (Alternate) (1992)

BUILDING DEPARTMENT

Inspector of Buildings (3 years)

Robert W. Garfield (12/2/92)

James A. McCaw (1992)

Wiring Inspector

Richard G. Trudel (1992)

Assistant Wiring Inspector

Appointments by Inspector of Buildings:

Ronald T. Courtemanche (1992)

Plumbing Inspector/Gas Inspector

Henry Pacific (1992)

Assistant Plumbing/Gas Inspector

A. Richard Desimone (1992)

Assistant Plumbing/Gas Inspector

CENTRAL MASS. RESOURCE RECOVERY COMMITTEE

1 year - John W. Boland, Jr., Rep. (3-15-92)

CIVIL DEFENSE DEPT. OPERATIONAL STAFF: 1 yr.

Director and Chief of Fire Service

Frank R. Aspinwall (1992)* res. eff. 12-31-91

Deputy Director & Chief of Engineering Service

John W. Boland, Jr. (1992)

APPOINTMENTS BY BOARD OF SELECTMEN (cont.)

CIVIL DEFENSE DEPT. OPERATIONAL STAFF (cont.)

Deputy Dir. & Chief of Police Service

William J. Colleary, Jr. (1992)

Communications Staff Technicians:

Charles E. Wood (1992)

Frank S. Lane (1992)

John L. Hubley (1992)

Michael A. Manzelli (1992)

Medical Officer:

Timothy P. Stone (1992)

Transportation Officer:

Michael G. Gulbankian (1992)

Chief, Water Service:

Donald A. Buzzell (1992)

Legal Officer:

Frederick A. Busconi (1992)

Operations Staff:

John Mauro, Sr. (1992)

George F. Killam (1992)

Peter F. Phaneuf (1992)

Kevin R. Moran (1992)

James J. Colleary (1992)

George A. Hubley, Jr. (1992)

David J. Dockstader (1992)

John D. Mauro, Jr. (1992)

CONSERVATION COMMISSION - 3 years

Edgar A. Phaneuf, Jr. (1992)

Denson L. Satterfield, Jr. (1992)

Richard V. Upjohn (1993)

John H. Leeds, Jr. (1993)

Mark S. Possemato (1993)

Louis J. Bartolini (1994)

Rhonda L. Russian (1994)

Catherine D. Alsterlund (Associate) (1992)

CULTURAL ARTS COUNCIL - 2 years

Elizabeth A. Meyer (1-21-92)

Elaine E. Sharron (2-27-92)

Nancy Arone Bassett (2-27-92)

Lynda J. Thomas (4-26-92)

Sandra N. Ekberg (1-22-93)

June A. St. Andre (1-22-93)

Elizabeth Adams Crowley (1-22-93)

APPOINTMENTS BY SELECTMEN (cont.)

CULTURAL ARTS COUNCIL (cont.)

Jean S. Wynn (4-28-93)
Nancy E. Lodge (5-19-93)
Janet Grebow Stock (8-8-93)
Mary L. Walter (8-8-93)
Robin A. Denman (9-15-93)
Sandra H. Neff (9-19-93)
Cynthia A. Hurvitz (10-1-93)
Eleanor B. Stoddard (11-19-93)
Kathleen Osol (12-12-93)

ENERGY CONSERVATION MANAGER FOR THE TOWN OF
SOUTHBOROUGH - 1 year
Robert W. Garfield (1992)

EMERGENCY PLANNING TEAM (SARA TITLE III)
(ad hoc) - 1 year
Fire Department
Chief Frank R. Aspinwall (1992)*res. eff.
eff.12/31/91. John D. Mauro, Jr.(to fill vac.)
Police Department
Chief William J. Colleary, Jr. (1992)
Civil Defense Dept.
Captain John D. Mauro, Jr. (1992)
Highway Department
Superintendent John W. Boland (1992)
Water Department
Superintendent Donald A. Buzzell (1992)
Health Department
Ella S. Walsh (1992)
Local Community Representative
Michael R. Caisse (1992)
Christopher McCarthy (1992)
Local Business Community Representative
Richard B. Crowley (1992)
Conservation Commission Representative
Richard V. Upjohn (1992)
Public Information Representative
Margaret Head Meehan (1992)
Board of Selectmen Representative
Selectman James W. Falconi (1992)

FAYVILLE VILLAGE HALL COMMITTEE - 1 year
Caesar J. Ghiringhelli (1992)
Denson L. Satterfield, Jr. (1992)
(Vacancy)

FENCE VIEWERS - 1 year
William G. Turner (1992)
Marc Ross (1992)

APPOINTMENTS BY SELECTMEN (cont.)

FIELD DRIVERS - 1 year
Frank J. Rossi, Jr. (1992)
(Vacancy)

FIRE DEPARTMENT CHIEF - 3 years
Frank R. Aspinwall (1992) *res.eff.12-31-91
ACTING FIRE DEPARTMENT CHIEF
Peter F. Phaneuf (March31, 1992)

FIRE DEPARTMENT, DEPUTY CHIEF - 1 year
John W. Boland, Jr. (1992)

FIRE WARDEN - 1 year
Frank R. Aspinwall (1992) *res.eff.12-31-91

FIRE WARDEN, DEPUTY - 1 year
John W. Boland, Jr. (1992)

HERITAGE DAY COMMITTEE (ad hoc) - 1 year
Warren G. Buzzell (1992)
David K. Falconi (1992)
Beth A. Wittcoff (1992)
Leslie W. Tuttle (1992)
Arlyne K. Luloff (1992)
Harriet Swart (1992)
Denise M. Burke (1992)
Janet S. Sussman (1992)
Daniel F. Bradley, Jr. (1992)

HISTORICAL COMMISSION - 3 years
Donald M. Leavitt (1992)
Jannette V. Soucy (1992)
Eleanor J. Hamel (1993)
David K. Falconi (1993)
Earle Q. Watkins (1994)
George A. Hubley, Sr. (1994)

HISTORIC DISTRICT STUDY COMMITTEE (ad hoc)
(Vacancy)
(Vacancy)
(Vacancy)
(Vacancy)
(Vacancy)
(Vacancy)
(Vacancy)

HUMAN SERVICES COMMITTEE (ad hoc) 1 year
School Administrators
P. Brent Trottier (1992)
School Counselors
Barbara M. Cowles

APPOINTMENTS BY SELECTMEN (cont.)

HUMAN SERVICES COMMITTEE (cont.)

Parent Groups

Linda L. Moran (1992)

Clergy/Youth Groups

Craig A. Reynolds (1992)

Council on Aging

Barbara A. Murphy (1992)

Senior Citizens

Helen F. Wilson (1992)

Recreation Commission

Carroll Harris (1992)

Youth Commission

Ellen Piontek (1992)

Private Schools

Janice L. Mabley, St. Mark's School (1992)

Police Department

Officer Jane T. Moran (1992)

Southborough Businesses

Shirley M. Sheridan (1992)

INDUSTRIAL DEVELOPMENT COMMISSION - 5 years

Vacancy (1988) Vacancy (1991)

Herman A. Hipson ('94) Vacancies (2) (1992)

Vacancy (1989) Vacancy (1993)

Vacancy (1990) Barbara J. Lamy ('93)

INDUSTRIAL DEVELOP. FINANCING AUTHORITY- 5 yrs

Vacancy (4/1/89) Herbert F. Ramsdell, Jr. ('92)

Vacancy (4/1/90) Thomas W. McAuliffe ('92)

Vacancy (4/1/91)

INSECT PEST CONTROL SUPERINTENDENT - 1 year

Brian C. Mauro (1992)

INSPECTOR OF ANIMALS - 1 year

Lindsay S. Robbins (3-31-92)

METROPOLITAN AREA PLANNING COUNCIL - 3 years

Charles E. Gaffney (June 19, 1992)

MUNICIPAL COORDINATOR (Right-To-Know Law)

Frank R. Aspinwall (1992) res. eff. 12-31-91

Joseph C. Mauro (to fill vacancy)

ACTING MUNICIPAL COORDINATOR

John W. Boland, Jr. (1992)

OPEN SPACE PRESERVATION COMMISSION - 5 years

Ronald N. McAdow, Jr. (1992)

Mary D. Davis (1993)

Lisa Hellawell Fargo (1994)

Roger T. Baust (1995)

Elaine W. Beals (1996)

APPOINTMENTS BY SELECTMEN (cont.)

POLICE DEPARTMENT:

Chief of Police - 3 years

William J. Colleary, Jr. (1992)

Constable - 1 year

William J. Colleary, Jr. (1992)

Jail Keeper - 1 year

William J. Colleary, Jr. (1992)

Sergeants 1 year

William H. Webber (1992)

Frank W. Cain, Jr. (1992)

Vacancy

Regular Officers - 1 year

Charles A. Keller, Jr. (1992)

Robert J. Durran (1992)

David C. Hagen (1992)

Jane T. Moran (1992)

Kevin J. Walsh (1992)

Frank W. Moore (1992)

James F. Finneran, III (1992)

Michael T. Harpster (1992)

William C. Harpster (1992)

Executive Secretary/Dispatcher - 1 year

Jane P. Gray (1992)

Dispatchers (full-time) - 1 year

Joseph E. Bennett (1992)

David A. Monroe (1992)

Dispatcher (part-time) - 1 year

Francis J. Fiorvanti (1992)

Douglas N. McLellan (1992)

Scott Henderson (1992)

Custodian (part-time) - 1 year

Lewis D. Maida (1992)

Reserve Officers - 1 year

Theodore Pietrasiak (1992)

Ronald G. Mattioli (1992)

Richard L. Mattioli (1992)

Paul R. Nelson (1992)

Craig A. Moran (1992)

Joseph E. Bennett (1992)

Denson L. Satterfield, Jr. (1992)

APPOINTMENTS BY SELECTMEN (cont.)

POLICE DEPARTMENT (cont.)

SPECIAL OFFICERS - 1 year

Jane P. Gray (1992)
Marion R. Carloni (1992)
Edgar A. Phaneuf, Jr. (1992)
Mary-Jane F. Boland (1992)
John W. Boland, Jr. (1992)
Calvin J. Mauro (1992)
Lewis D. Maida (1992)
George R. Boothby (1992)
Frank R. Aspinwall (1992)
George F. Killam (1992)
Peter F. Phaneuf (1992)
David J. Dockstader (1992)
John D. Mauro, Jr. (1992)
Francis J. Fiorvanti (1992)
James J. Colleary (1992)
Frank J. Mattioli (1992)
George A. Hubley (1992)
Kevin J. Kenney (1992)
Douglas N. McLellan (1992)
James A. McCaw (1992)
Charles R. O'Connell (1992)
Joseph E. Hubley (1992)
John L. Kendall, Jr. (1992)
David Maida (1992)
Robert W. Clewes (1992)
David A. Monroe (1992)
Scott Henderson (1992)
Matthew Shimkus (1992)
Michael H. McAuliffe (1992)

CHAPLAINS: Rev. Craig A. Reynolds (1992)
Rev. Thirburse F. Millott (1992)

POUND KEEPER - 1 year

Joseph Mauro (1992)

POUND KEEPER, DEPUTY - 1 year

Charles F. Hamel (1992)

PROCUREMENT OFFICER, CHIEF - 1 year

Janice C. Conlin (1992)

PUBLIC WEIGHERS & WEIGHERS OF COAL - 1 year

Michael J. Chase (1992)
Beth Pitard (1992)
Leslie Geiger (1992)
Charles L. Hunt (1992)
William Dastou (1992)

APPOINTMENTS BY SELECTMEN (cont.)

PUBLIC WORKS PLANNING BOARD - 3 years

Moderator Appointments:

Michael J. Shimkus (1992)
George F. Killam (1993)
Robert O. Bigelow (1994)

Planning Board Appointments:

William J. Rudd (1993)
William J. Christensen (1994)

SUPERINTENDENT OF PUBLIC WORKS (3 yrs.)

John W. Boland, Jr. (1994)

RECREATION COMMISSION - 3 years

John G. Palfrey, Jr. (1992)
Patricia Richardson (1992)
Christopher Crowley (1993)
Robert Gallivan (1993)
Donald P. Woods (1994)

RECYCLING COMMITTEE (ad hoc) - 1 yr.

Ronald H. Campbell (1992)
Mary Catherine Baldelli (1992)
Margaret Davis Hart (1992)
Deborah McHorney (1992)
Elizabeth Henry-Veeneman (1992)
Robert J. Ruch (1992)
Maria S. Cutts (1992)
Paul K. Vaillette (1992)
Susan Faccenda Peghiny (1992)

REGISTRARS OF VOTERS - 3 years

Ethel N. Armstrong (4/1/92)
(Vacancy) (4/1/93)
Charles A. Keller, Jr. (4/1/94)

SAFETY COMMITTEE (ad hoc) - 1 yr.

Janice C. Conlin (1992)
William J. Colleary, Jr. (1992)
John W. Boland, Jr. (1992)
Ella S. Walsh (1992)
Frank R. Aspinwall (1992) res. eff. 12-31-91
Peter F. Phaneuf (to fill vacancy)
P. Brent Trottier (1992)
Mary B. Guilford (1992)
Robert W. Garfield (1992) (ex-officio)

SEALER OF WEIGHTS AND MEASURES - 1 year

Edgar A. Phaneuf (12-17-92)

APPOINTMENTS BY SELECTMEN (cont.)

SEWAGE TREATMENT FOR SOUTHBOROUGH STUDY COMMITTEE (ad hoc) - 1 year

Conservation Member:

Edgar A. Phaneuf, Jr. (1992)

Planning Board Member:

Charles E. Gaffney (1992)

Citizens-at-Large:

Thomas A. Gittins (1992)

Edward C. Davis (1992)

Robert B. Bezokas (1992)

Private School Representative:

Robert Eddy (St. Mark's School) (1992)

George Greathead (Fay School) (1992)

Board of Health Representative:

Philip G. Mauch (1992)

Business Community Representative:

Howard W. Barss III (1992)

SOUTHBOROUGH COUNCIL ON AGING - 3 years

Frank J. Landry, Jr. (1992)

Mary Anne Cole (1992)

Myrtle E. Lange (1992)

Barbara A. Murphy (1993)

Ellen A. Boland (1993)

Eleonora F. Burke (1994)

Catherine E. Gralton (1994)

SOUTHBOROUGH HOUSING OPPORTUNITY PARTNERSHIP COMMITTEE (ad hoc) - 1 year

James W. Falconi (Selectman) (1992)

Jean Bigelow (Planning Board) (1992)

Marguerite J. Clifford (Housing Auth.) (1992)

Frank R. Aspinwall (private citizen) (1992)

resigned 12-31-91

Robert C. Dumont (private citizen) (1992)

Donna B. Berryman (private citizen) (1992)

Elizabeth A. Meyer (private citizen) (1992)

SOUTHBOROUGH SCHOLARSHIP ADVISORY COMMITTEE - 3 years

Superintendent of Schools:

Dennis M. DiSalvo (1994)

Chairman of S. O. S.:

Robin A. Denman (1992)

Headmaster, St. Mark's School

Christopher J. Mabley (1994)

Admin. Assistant to Board of Selectmen:

Janice C. Conlin (1992)

Southborough School Committee:

John J. Ford, III (1992)

Patricia A. Richardson (1992)

APPOINTMENTS BY SELECTMEN (cont.)

SOUTHBOROUGH SCHOLARSHIP ADVISORY COMMITTEE - 3 years

Southborough Member of the Assabet Valley

Reg. Voc. School District Committee:

James B. Denman (1993)

Frederic S. Smith, III (1993)

Nancy Karis (1994)

SOUTH MIDDLESEX OPPORTUNITY COUNCIL - 1 yr.

Edgar A. Phaneuf, Jr. (1992)

TOWN ACCOUNTANT - 3 years

Dorothy M. Phaneuf (6-30-92)

TOWN CEMETERY STUDY COMMITTEE 1 yr.

Moderator Appointment:

Robert C. Dumont (1992)

Selectmen Appointments:

Cornelius A. Ferris (1992)

Richard J. Capello (1992)

Cemetery Comm. Appointments:

Robert B. Bezokas (1992)

Charles B. Swartwood III (1992)

TOWN BUILDINGS CUSTODIAN - 1 YEAR

Lewis D. Maida (1992)

TOWN COUNSEL- 1 year

Frederick A. Busconi (1992)

TOWN OPERATIONS OFFICER COMMITTEE - 1 yr.

Moderator Appointment:

Wayne A. Gates (4/1992)

Personnel Board Member:

Joan Loring (4/1992)

Selectmen Appointments:

John A. Lundblad (4/1992)

Robert Osol (4/1992)

Advisory Committee Member:

David H. Davidson (4/1992)

TREASURER/COLLECTOR - 3 years

Mary B. Guilford (6/30/92)

ASSISTANT TREASURER/COLLECTOR - 1 year

Jennifer A. Bishop (6/30/92)

TRUST FUND ADVISORY COMMITTEE (ad hoc) - 1 yr.

George D. McClelland (1992)

Russell B. Millholland (1992)

Raymond Grenier (1992)

APPOINTMENTS BY SELECTMEN (cont.)

VETERANS' AGENT AND BURIAL AGENT - 1 year

Irene Burkis Tibert (1992)

VETERANS' GRAVE OFFICER - 1 year

George A. Hubley, Sr. (4/1/92)

WESTBOROUGH HOSPITAL ADVISORY BD OF THE ROBERT

F.KENNEDY SCHOOL Mary-Jane F. Boland (1992)

YOUTH COMMISSION - 3 years

Alice Brenda Gaffney (1992)

Kathleen M. Lengel (1992)

Martin R. Luloff (1992)

Craig A. Reynolds (1993)

Carolyn L. Connors (1993)

Steven M. Ryan (1993)

Melinda L. Janko (1994)

APPOINTMENTS BY BOARD OF ASSESSORS

ASSISTANT ASSESSOR/APPRaiser - 3 years

Arthur K. Holmes (6/30/92)

APPOINTMENTS BY BD. OF CEMETERY COMMISSIONERS

SUPERINTENDENT OF SOUTHBOROUGH CEMETERIES:

Bridget A. Gilleney (6/30/92)

APPOINTMENTS BY BOARD OF HEALTH

AGENT TO THE BOARD OF HEALTH - 1 year

Ella S. Walsh (2/5/92)

APPOINTMENTS BY BOARD OF WATER COMMISSIONERS

SUPERINTENDENT OF WATER DEPARTMENT - 3 years

Donald A. Buzzell (1993)

SECRETARY/CLERK OF THE WATER DEPT.- 3 yrs.

Martha Palmer (1993)

BOARD OF SELECTMEN



Thomas W. McAuliffe

Chairman James W. Falconi

Davis O. Cowles

The Board of Selectmen wishes to extend their sincere thanks to all other elected and appointed officials, volunteers and employees for their dedicated service to Southborough over the past year.

As everyone is aware, the major problem facing the town is continuing to provide the level of government services that we have been accustomed to, in the type of economy we are in. Reduction in state aid, a slow-down in new construction, lower local revenues, and delinquent taxes, all add to make the town's situation more difficult. Many budget reductions had to be made. These were, for the most part, logical, reasonable and workable. Changes were made in virtually every section of our government. Some results will not be evident immediately, some will. These changes and cuts helped Southborough avoid the fiscal chaos that lack of state aid has caused in other communities. Some of these decisions were painful and difficult to make. We encourage more people to get involved, speak up, attend Town Meeting and Selectmen's meetings. This will make our decisions easier and help us understand the views of our residents more. Generally speaking, less than 5% of our registered voters attend Town Meetings. This is as much your town as it is anyone's. Please help us with your valued opinions.

Board of Selectmen (cont.)

Local government will need to continue to streamline and change to meet the future. The Selectmen work not only on the local level but at the state level. We constantly communicate with legislators and state agencies to make sure changes at the state level won't affect Southborough adversely. The reduction in state aid is one of the main causes of our town's fiscal problems. It isn't the only reason - the towns and cities no longer receive federal aid which was phased out over a number of years through the 1980's. Both the state and federal governments need to provide more for the education of our children. Education is the cornerstone of a free and democratic society. Education is everyone's responsibility and obligation - it is one thing we will reap the greatest reward from. If the state or federal government mandates programs, then they need to pay for those programs. Southborough does, however, maintain an excellent school system under the direction of a very capable administration and school committee.

Most of the major changes and events we saw in the past year were very positive. At the May election the voters approved the formation of a Department of Public Works. The Bill became law at the end of December 1991. With the reductions in the Water, Highway, Cemetery and Tree Warden's budgets over the past several years, the probability of initial substantial savings have been made less likely. The change will mean more services and efficiency over a period of time. This is definitely a streamline of government and administrative functions. This will enable better coordination of services and employees. The Board would like to extend a job well done and thanks to past Cemetery Commissioners, Water Commissioners and Tree Wardens.

A Sewerage Study Committee was appointed. Its charge is to study the overall sewerage situation in Southborough. Town sewerage has been studied in the past, but the issue needed to be re-visited once again. What recommendations this committee will make is unknown at this time and certainly something paramount as this needs all the time and effort possible.

Recycling has become a popular buzzword in the 90's. We took a major step towards involvement in full scale recycling and composting. The Selectmen's idea for a committee was received with great enthusiasm. Twenty people asked to be considered. Originally a committee of five or seven members was envisioned. To make sure the large work load ahead was handled with efficiency, the committee has nine members. They are currently studying several issues and will greatly increase public awareness. Recycling is an important and necessary function. We need to better the environment and a grass roots approach seems logical. A move to make the transfer station self-sufficient was started. In a most controversial decision, the Selectmen voted 2 to 1 to increase the annual fee for a permit sticker from \$15 to \$100. The reduction in local aid also forced this decision somewhat.

The rural cemetery will need to expand or acquire additional land fairly soon. A committee to study the expansion was created.

A special Town Meeting was needed this year due to the school budget disparity between Northborough and Southborough for Algonquin Regional High School. Northborough voters did not approve the same level of funding that Southborough voters approved. This was a paradox as Southborough wanted to have a higher budget figure than Northborough did to provide for better education for its children. The reduced assessment actually helped balance Southborough's overall total budget. Steps have been taken this year to hopefully avoid the same situation occurring again. As this report is being written, two joint meetings have been set up with officials from Northborough's selectmen, advisory, school and administration. This should iron out any potential differences in philosophy and possibly added costs of a special Town Meeting will be avoided.

Board of Selectmen (cont.)

This year saw a change in the Fire Department, a sort of changing of the guard. Long-time fireman, the town's original full-time man, later captain, and chief of seven years, Frank Aspinwall announced his retirement effective January 31, 1992. The man was responsible for some major accomplishments in that department. The Board wishes Frank and his family all the best. Known as a firefighter's firefighter, his knowledge and experience was widely known by his peers. Chief Aspinwall, hanging up his helmet for the last time, made it necessary for an interim chief to be chosen. The person we chose was Captain Peter Phaneuf of Middle Road, also a longtime member of our department. Peter is certainly very capable and has already shown tremendous skills as a department head. A permanent appointment will be made as the public safety study conducted by the Advisory Committee will not recommend combining the Police Chief and Fire Chief positions. Peter, along with other potential candidates will be considered for this extremely important position.

The study will recommend, however, many changes to these departments. There should be something at Town meeting for discussion. Changes will definitely be considered in the dispatch functions. Centralizing it will provide better, more professional service. The advent of Emergency 911 in a few years will necessitate the combining.

The Police Department had some good news this year. After six years a disability claim was finally approved by Worcester County Retirement Board. This enabled the Selectmen to fill a vacancy. We chose William C. Harpster of Oregon Road as a full-time police officer. Bill is an experienced veteran of the Police Department. He started as a full-time officer in 1963 and left to go into private business in 1980. By that time he had attained the rank of sergeant. The Board is very pleased to see that department is at full strength once again.

The issue of use of the firing range off Framingham Road on M. D. C. property was resolved. The range had been in use for years by graduating State Police classes and some local departments. The State decided to expand its use. Area residents were subjected to seemingly constant rifle and gun firing. The use started to become 6 days a week. After many meetings it was determined that a firing range was not an appropriate use of land taken for watershed protection when the reservoirs were constructed in the 1890's. An agreement was reached and signed by all parties and the range will be abandoned soon.

A Planning Board survey was conducted this year. This can be used as a valuable tool for helping us shape Southborough's future. The survey showed some definite patterns. It also pointed out some areas we need to go to work on. One area is definitely recreation. We will be looking at improving recreation programs and facilities. The Board would like to thank all of you who took the time to fill out the survey.

The Town survived its second hurricane in seven years fairly well. All the emergency departments - Police, Fire, Highway, Civil Defense and Tree Warden - deserve high praise for all their efforts. The quality individuals in those departments should be proud as we were able to minimize the damage and inconvenience from Hurricane Bob. The Town will receive reimbursement from the Federal Emergency Management Agency (FEMA) for most of the added costs for these departments' services during the State of Emergency that was declared.

Heritage Celebration was an enormous success this year. Community participation is the greatest attribute of an event like this. The Board would like to extend its thanks and a job well done to the Heritage Committee. We wait in great anticipation for next year.

Board of Selectmen (cont.)

The Veterans provided flags for the Main Street corridor to be used on the various civic days. Off-duty firefighters, Veterans' Agent Irene Burkis Tibert, and other volunteers installed the brackets on the poles. Each time an event is held the firefighters will place the flags. The Selectmen appreciate everyone's efforts.

This year we continued a cutback of personnel at the Town House. A total of 75 hours a week in support staff reductions were made. Several positions were cut from full-time to part-time and two positions were totally eliminated. Changes in the way the Town overall conducts business will continue. Efficiency and public service are the two most important requirements that have to be maintained and expanded in some areas. Increasing efficiency while maintaining outstanding service to our residents will result in a better coordinated approach for government in years to come.

Contract negotiations have been ongoing with the various town unions. In fiscal year 1992 there were no raises to union or salary administration personnel on the town side. Schools are in the last year of their contracts and did receive a raise. Having all contracts renewable at the same time has distinct advantages for both the town and the unions. Through the formation of a Department of Public Works the Town has combined Water Department and Highway Department personnel into one union. They will be part of the AFSCME union. Negotiations should be getting underway in the early spring with this group. At this point the police officers union is operating without a contract; or, more specifically, under the four corners of the previous contract until a new contract is agreed on. The area of contract law is specialized and very complicated. The Selectmen will need to involve specialized advisors in the future. The salaries represent over 80% of our total budgets. We need to be fair to our employees while at the same time be fair to our residents financial situations.

The Town's financial picture made a remarkable turnaround in this past year. Last year we faced a projected \$700,000 shortfall in revenues versus budget projections going into pre-town meeting budget discussions. As you know, we did end up with a balanced budget after Town Meeting appropriations. Last year, the free cash balance was certified by the Department of Revenue at minus \$268,000. This year it has been certified at plus \$728,000. That is almost a million dollar turnaround in one year. The back tax situation is one reason for the dramatic turnaround. The Town made great efforts to collect these taxes and had tremendous success. Over \$1,000,000 in back taxes were received - far beyond our expectations - given the sour economy. Other factors were: \$167,000 were returned in unspent budget money. Excise taxes collected were \$120,000 more than projected. A one time in-lieu-of taxes payment of \$123,000 from the Metropolitan District Commission. This was \$105,000 more than normal. This year a budget advisory was send out for level funded nonsalary items and add to that contractual increases on the salary side. Early indications are this directive may be very workable. Other factors out of our control, such as insurance, may affect this somewhat. However, early revenue projects for FY 1993, when compared to directive initiated budgets, show we are close to the overall goal of going to Town Meeting once again without the threat of an override situation while still providing the services we as a community have come to expect.

One of the biggest tragedies the restrictions of Proposition two and a half has caused is the degradation of our infrastructure. Year after year we have had to delay replacements and repairs. This is a difficult situation. We feel the costs go up exponentially the longer we wait. This is the year we may have the opportunity to start a program to help alleviate this situation. Very successful in other towns is a stabilization fund for capital improvements. Let's look at taking some of the free cash at Town Meeting and voting to place it into this fund. Then we can access this fund with a prioritized list of capital expenditures as needed.

Board of Selectmen (cont.)

The establishment and spending from this fund require Town Meeting vote. So it is not circumventing the spirit of Proposition two and a half.

The past election in May saw a change in the Board. Longtime employee and former Police Chief Bill Baker decided not to seek a second term as Selectman. Bill has served his community well and we certainly will miss his insight and dedication he brought to the Board. The election brought back a former selectman, Davis O. Cowles, of Pinecone Lane. Davis brings great enthusiasm, knowledge and experience with him.

Some issues we will be facing at Town Meeting of significance, for one, is the underground gasoline and oil tank situation. Careful consideration to all options must be given. This will be a major undertaking with the potential for great expense attached. The prudent thing to do is to remove or replace them now thus eliminating future, more costly replacement and environmental impact ramifications.

The three of us will always work to make our town a place we are proud to call home. However, we need great input from you, our bosses. We don't make decisions just to please you. We make decisions we believe are in Southborough's and your best interest. We hope our decisions will please you, but sometimes you don't speak up until after a vote has been taken. We serve at your pleasure. We would like the pleasure of your extremely important opinions. Perhaps we can get more exposure from our cable access channel to keep you better enlightened of the issues we face day in and day out. In any event, we are all in this together, and together we will keep Southborough heading towards the future in the best possible direction. We look forward to seeing you or hearing from you. Until then, thank you for the opportunity to have served you.



TOWN ACCOUNTANT

COMBINING BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUP

JUNE 30, 1991

	-----GOV. FUND TYPES-----			FIDUCIARY	ACCOUNT	
				FUND TYPES	GROUP	
-----ASSETS-----	GENERAL	SPECIAL	CAPITAL	TRUST &	GENERAL	TOTALS
		REVENUE	PROJECTS	AGENCY	LONG-TERM OBLIGATIONS	(MEMORANDUM ONLY)
Cash and short-term investments	1,616,390	796,858	49,997	293,097		2,756,342
Other investments				761,374		761,374
RECEIVABLES:						
Real Estate/Personal Property Taxes	401,363	0				401,363
Tax liens and foreclosures	626,035	1,094				627,129
Motor vehicle excise	148,339					148,339
User charges		21,683				21,683
Water liens receivable		5,200				5,200
Other		2,522				2,522
Less: Allowance for uncollectibles & abatements	(127,909)					(127,909)
Due from other governments		38,618				38,618
Property taxes billed in advance	3,878,946	0				3,878,946
Amount to be provided for retirement of general long-term obligations					1,710,000	1,710,000
TOTAL ASSETS	6,543,164	865,975	49,997	1,054,471	1,710,000	10,223,607
-----LIABILITIES AND FUND BALANCES-----						
Warrants Payable	144,425	8,560	0	3,407		156,392
Bonds payable			0	0	1,710,000	1,710,000
Deferred revenue	4,884,017	27,977	0	0		4,911,994
Other liabilities	2,215		0	23,090		25,305
TOTAL LIABILITIES	5,030,657	36,537	0	26,497	1,710,000	6,803,691
Fund Balances (deficit):						
Reserved	541,032	47,998				589,030
Reserved for other		74,500				74,500
Unreserved						
Designated		706,940	49,997	1,027,974	0	1,784,911
Undesignated	971,475					971,475
Total Fund Balances	1,512,507	829,438	49,997	1,027,974	0	3,419,916
Contingencies	0	0	0	0	0	0
Total Liabilities and Fund Balances	6,543,164	865,975	49,997	1,054,471	1,710,000	10,223,607

TOWN ACCOUNTANT (cont.)

Combining Statement of Revenues, Expenditures and Changes in Fund Balances

- All Governmental Fund Types and Expendable Trust Funds for Year Ended June 30, 1991

	---GOVERNMENTAL FUND TYPES-----			FIDUCIARY	TOTALS
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	EXPENDABLE TRUST	(MEMORANDUM ONLY)
REVENUES:					
Property taxes	8,217,884	0	0	0	8,217,884
Excise taxes	681,805	0	0	0	681,805
Licenses and permits	53,338	94,380	0	0	147,718
Fines and forfeitures	92,893	0	0	0	92,893
Departmental charges for services	202,569	608,440	0	0	811,009
Intergovernmental	702,199	145,229	0	0	847,428
Investment income	153,909	905	0	99,221	254,035
Payments in lieu of taxes	204,395	0	0	0	204,395
Other	11,797	175,759	0	0	187,556
TOTAL REVENUES	<u>10,320,789</u>	<u>1,024,713</u>	<u>0</u>	<u>99,221</u>	<u>11,444,723</u>
EXPENDITURES:					
General Government	773,943	910	0	0	774,853
Public safety	1,219,697	11,321	0	0	1,231,018
Education	5,687,971	130,015	0	0	5,817,986
Public works	768,368	697,140	0	0	1,465,508
Human services	100,645	28,208	0	0	128,853
Recreation and culture	272,731	111,653	3,354	0	387,738
Debt service	212,030	0	0	0	212,030
State and county assessments	41,226	0	0	0	41,226
Employee benefits	668,690	0	0	0	668,690
Insurance	146,168	0	0	0	146,168
Other	0	2,794	0	56,729	59,523
TOTAL EXPENDITURES	<u>9,891,469</u>	<u>982,041</u>	<u>3,354</u>	<u>56,729</u>	<u>10,933,593</u>
Excess (Deficiency) of Revenue over Expenditures	429,320	42,672	(3,354)	42,492	511,130
OTHER FINANCING SOURCES (USES):					
Operating transfers in (out), net	15,000	(15,000)	0	0	0
Proceeds from issuance of long-term debt	350,000	0	0	0	350,000
Excess (Deficiency) of Revenue & Other Financing Sources over Expend. & Other Financing Uses	794,320	27,672	(3,354)	42,492	861,130
FUND BALANCE, BEGINNING OF YEAR	<u>718,187</u>	<u>801,766</u>	<u>53,351</u>	<u>563,626</u>	<u>2,136,930</u>
FUND BALANCE, END OF YEAR	<u>1,512,507</u>	<u>829,438</u>	<u>49,997</u>	<u>606,118</u>	<u>2,998,060</u>

TOWN ACCOUNTANT (cont.)

Statement of Revenues & Expenditures - Budgetary Basis - General Fund

For the Year Ended June 30, 1991

	FINAL BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:			
Property taxes	7,821,688	7,821,688	0
Motor vehicle excise	580,696	681,805	101,109
Departmental charges for services	137,200	202,569	65,369
Licenses and permits	50,000	53,338	3,338
Fines	70,000	92,893	22,893
Investment income	160,000	153,909	(6,091)
Payments in lieu of taxes	98,801	204,395	105,594
Intergovernmental	667,388	702,199	34,811
Other	450	11,797	11,347
TOTAL REVENUES	9,586,223	9,924,593	338,370
EXPENDITURES:			
General Government	824,632	765,279	59,353
Public Safety	1,246,269	1,231,336	14,933
Education	5,486,407	5,459,691	26,716
Public Works	777,964	739,593	38,371
Human Services	110,069	98,568	11,501
Culture and recreation	268,187	266,335	1,852
Debt service	212,030	212,030	0
State and county assessments	41,320	41,226	94
Employee benefits	716,334	693,690	22,644
Insurance	177,270	146,260	31,010
Other	4,000	0	4,000
TOTAL EXPENDITURES	9,864,482	9,654,008	210,474
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(278,259)	270,585	548,844
OTHER FINANCING SOURCES:			
Transfer from cemetery reserve	15,000	15,000	0
Proceeds from issuance of bonds	0	350,000	350,000
Excess (Deficiency) of Revenues & Other Financing Sources over expenditures	(263,258)	635,585	898,844
	=====	=====	=====

TOWN ACCOUNTANT
REVOLVING FUNDS ACTIVITY - FISCAL 1991

<u>ACCOUNT</u>	<u>BALANCE</u> <u>JULY 1, 1990</u>	<u>RECEIPTS</u>	<u>LESS</u> <u>EXPENDITURES</u>	<u>BALANCE</u> <u>JUNE 30, 1991</u>
CONSERVATION FILING FEE	2,145	1,825	210	3,760
CONSERVATION COMMISSION	164	0	0	164
RECREATION COMMISSION	2,450	77,104	77,579	1,975
YOUTH COMMISSION	877	40	0	917
CULTURAL ARTS COMMISSION	19,138	29,374	29,195	19,317
AMBULANCE DONATIONS	1,730	8,560	8,888	1,402
TOWN HISTORY BOOK DEPOSITS	2,567	0	0	2,567
TOWN HISTORY PRINTING	0	3,300	3,295	5
FIRE - HAZARDOUS MATERIALS	0	10,895	4,782	6,113
TOTAL REVOLVING FUNDS	<u>29,071</u>	<u>131,098</u>	<u>123,949</u>	<u>36,220</u>

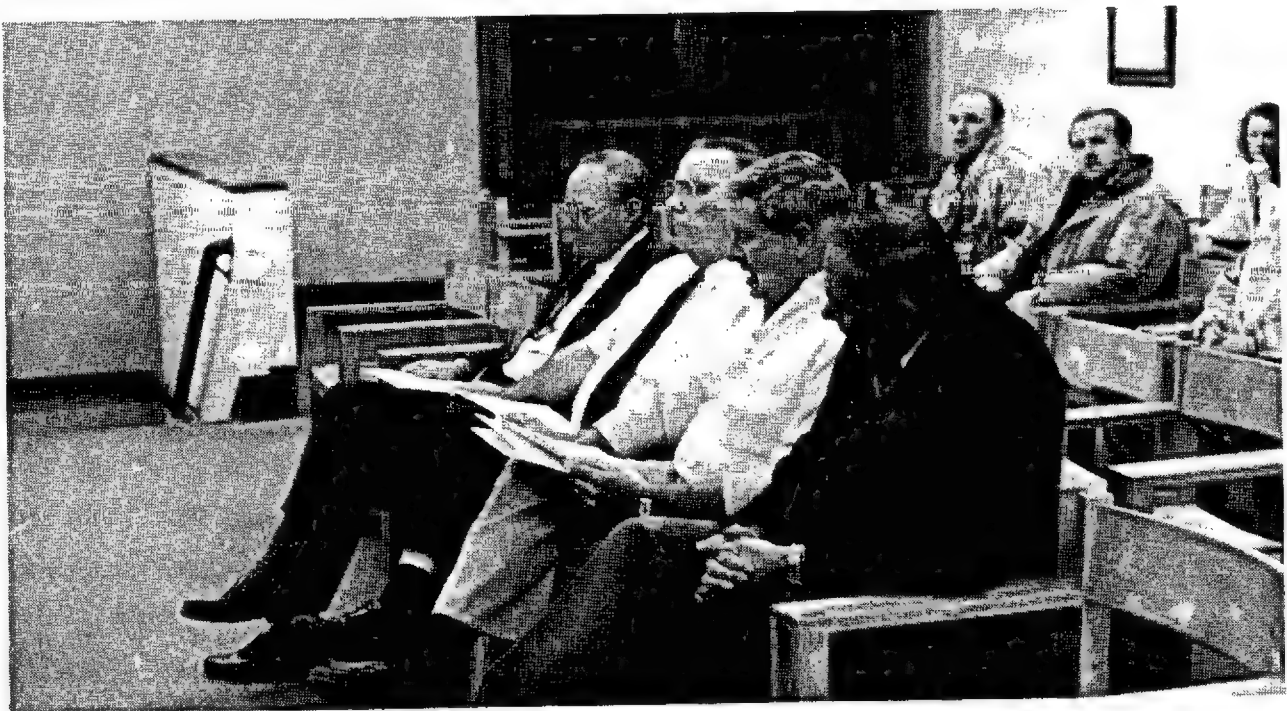
BOARD OF ASSESSORS

A reminder to all property taxpayers. You will soon be receiving your last and final tax bill for fiscal year 1992. It will be an actual bill adjusted by the tax rate approved by the Department of Revenue. Your three prior quarterly preliminary bills were generated using FY 91 taxes paid. Twenty-five percent (25%) of 1991's total tax was calculated three times to produce three quarterly preliminary bills for FY 92. Upon receipt of your actual bill you have 30 days from the postmarked date of mailing to file an abatement. You have until May 1, 1992 to officially pay the bill. All exemptions for elderly, widows, veterans, etc. will be applied to the final bill.

Those considering filing an abatement on valuation, keep in mind the assessment date for the bill in question. FY 92 assessment date is from January 2, 1990 through January 1, 1991. You will be required to submit three comparable sales to your property reflecting the assessment period stated above.

As we finalize values for FY 92 to meet the requirements of triennial certification approved by the Department of Revenue, many factors had to be taken into account. The most challenging was determining market value, with all the bankruptcies and creative financing, sorting out the arms length sales was interesting to say the least. The larger office and warehousing complexes reflected a downward adjustment in value. How much is an empty building worth these days? With the over supply of these buildings we must look for some creative approaches toward enhancing our commercial-industrial base. Biomedical technology is developing all around us, why can't we get a piece of the action?

For now, the burden of taxes shifts to the residential property owner. Regardless of lower values, higher tax rates prevail and everyone will be paying more throughout the years ahead.



TREASURER

Fiscal Year

July 1, 1990 - June 30, 1991

Receipts and Disbursements

General Fund

Cash and investments on hand 7/1/90.....	1,167,425
Receipts.....	14,639,165
Disbursements.....	13,338,130
Cash on hand 6/30/91.....	2,468,460

Earnings

Amount

Interest earned on investments.....	165,711
Interest received on delinquent taxes.....	68,487
Interest earned on trust funds.....	50,651
Fees received on municipal lien certificates.....	8,475
Fees on motor vehicle and real estate.....	7,533
Total.....	300,857

Debt

Issue	Original Amount	Debt Remaining After 6/30/91	Fiscal Years Remaining
Library.....	1,300,000	1,040,000	8
Water extension.....	400,000	320,000	4
School repairs.....	350,000	350,000	5

T O W N C O L L E C T O R

Year	Opening Balance 7/1/90	Commitments	Reversed Abatements or Refunds	Payments	Abatement	Transfer to Water Lien	Transfer to Tax Title	Closing Balance 6/30/91
<u>MOTOR VEHICLE EXCISE</u>								
1987	8,760			642				8,118
1988	18,502			3,079				15,423
1989	17,857	93,377	1,292	92,947	3,202			16,377
1990	48,788	216,420	6,494	230,596	15,694			25,412
1991		394,850	1,457	316,193	13,842			66,272
<u>WATER</u>								
RATES	24,891	529,298	16,369	512,740	12,530	24,820		20,468
SERVICE	2,672	8,650	1,134	11,442	839			175
MISC.	6,084	32,430		32,820	1,134	2,400		2,160
LIENS:								
1990	4,630			4,600				30
1991		28,059		22,797	182			5,080
<u>PERSONAL PROPERTY</u>								
1989	5,080			23				5,057
1990	4,394		35	99				4,330
1991	61,158	136,652	35	131,324	61,218			5,303
<u>REAL ESTATE</u>								
1988	4,907			1,080				3,827
1989	50,961		18,348	34,243	18,348			16,718
1990	510,876		11,828	401,138	7,434			114,132
1991	3,663,891	7,795,037	25,793	7,329,159	3,905,917			249,645
1992		3,878,946						3,878,946

Town Services



BUILDING DEPARTMENT

The number of permits issued during 1991 by the Building Department was greater than the preceding year. New construction permits for single family residences was more than double 1990. The Building Inspector served as the Energy Conservation Manager. During the summer painting/restoration was done to the exterior of the Town House. The only expense incurred by the Town was for materials and meals; the state provided the labor from the Worcester County House of Corrections. Job was completed in three weeks. Also portions of the Fayville Village Hall interior was painted by Scott LeDuc, a local Boy Scout striving to achieve his Eagle Badge. The Framingham Folk Dancers, Rivers of the Living Waters Ministry, and the Local Carpenter's Union #475 painted and repaired the the upstairs meeting room. The labor was provided at no cost to the Town of Southborough. Thank you for a job well done. Last years budget constraints forced a consolidation of secretarial services among the Building Department, Board of Health, Planning Board and Conservation Commission. Although the initial adjustment was a strenuous one, it seems to have worked out successfully providing better communication among the four departments, encouraging us to streamline procedures that hopefully will provide for better service to the public.

# PERMITS	TYPE	Fees Collected
203	Building Permits Issued	\$ 55,370
226	Wiring Permits Issued	6,846
84	Plumbing Permits Issued	3,102
72	Gas Permits Issued	<u>1,368</u>
Total Permit Fees		\$ 66,686
		Value
38	Single Family Residences	\$ 4,364,489
59	Residential Additions/Alterations/Repairs	999,100
20	Residential Accessory Buildings/Alterations/Repairs	222,646
0	Commercial Buildings	0
13	Commercial Additions/Alterations/Repairs	859,173
9	Institutional Additions/Alterations/Repairs	492,555
Miscellaneous		
9	Swimming Pools	90,906
9	Solid Fuel Burning Appliances/Chimney	9,600
13	Re-Siding	109,060
9	Signs	3,600
6	Structures Moved/Demolished	201,000
6	Temporary Tents	<u>19,000</u>
TOTAL		\$ 7,371,129

The number of zoning violations processed increased. We continue to give our technical support to citizens, architects, builders, engineers.

CONSERVATION COMMISSION

The Southborough Conservation Commission is charged with the enforcement of General Laws, Chapter 131, Section 40, Wetlands Protection Act. The jurisdiction is limited to land or water areas bordering on or under water bodies and land subject to flooding. The Commission must consider if an activity affects any of these statutory interests: public water supply, groundwater, flood control, storm damage prevention, prevention of water pollution, shellfish, fisheries (if applicable) and wildlife habitat. The Commission is required to hold a Public Hearing if the activity affects any of these statutory interests.

In 1991 the Commission held 13 Public Hearings:

02/28	Rosata (Lot 17 Powder Mill Lane)
02/28	Lambert (28 Richards Rd)
03/28	Steacie (Lot 5 Garrison Lane)
05/30	Sullivan (Lot 21 Pine Hill Rd)
05/30	Sriberg (Lot 16 Pine Hill Rd)
06/20	Board of Water Commissioners (Rt 9/Deerfoot Rd)
07/11	Sullivan (4 Clifford Rd)
08/01	Hudson Savings Bank (Lot 2R Northborough Rd)
09/05	Wellen Construction (Lot C- 23 Harris Dr)
09/05	Wellen Construction (Lot D- 8 Harris Dr)
09/05	Wellen Construction (Lot E- 6 Harris Dr)
09/05	Telesector Resources Group (Nynex) (325 Turnpike Rd)
10/17	Desimone (Lot 4 Sears Rd)

The Conservation Commission budget for Fiscal 1991-92 was \$9,261.00, offset by \$1,592.00 generated by filings.

The Community Gardens continued its 15th year at a new location at the Neary School under the leadership of Kay Alsterlund. The gardens were at full capacity with all lots taken. The Commission extends a special thank you to Raymond Allen who plows and harrows the gardens every spring.

The Commission established a new parking area at the Conservation Orchard off Breakneck Hill Rd to accommodate the public with a new entrance to the Orchard. We encouraged the use of the Orchard for pasturing a rare breed of cattle (Belted Galloways) brought in by Ray Davis. We extend our thanks to Mr. Davis for cleaning up the Orchard.

The Commission is an active participant with the Metrowest Water Protection Committee.

Last years budget constraints forced a consolidation of secretarial services among the Building Dept., Board of Health, Planning Board and Conservation Commission. Although the initial adjustment was a strenuous one, it seems to have worked out successfully providing better communication among the four departments, encouraging us to streamline procedures that hopefully will provide for better service to the public.

We regret the loss through resignation of Davis O. Cowles and Ann Dando Leavitt.

The Commission thanks all Town officials, employees and townspeople who have been of assistance to us this past year and invites the participation of all residents in our future work.

CULTURAL ARTS COUNCIL

The Southborough Cultural Arts Council said a reluctant farewell to two valued members, Marilyn Dillman and David LaRosee and welcomed several new members: Sandy Ekberg, June St. Andre, Cynthia Hurvitz and Eleanor Stoddard. Sixteen council members are now administering the operation of the Arts Center, acting as a local arm of the Massachusetts Arts Lottery Council and working to enhance the cultural and artistic life of the community.

Monthly meetings of the Arts Council are held at the Arts Center building on Highland Street and are conducted on the second Monday of each month.

During the first half of 1992 a number of programs and exhibits were held. The Children's Series was a great success, and although the Magician, Joe Carota, had to cancel due to a snowstorm, the Puppeteers and Heart of Gold programs attracted many children. The February vacation program on mask-making was also a great success. In addition, the Arts Center hosted a Student Exhibit, the Juried Art Show, Art in Bloom, a slide show by Tony King, the Algonquin High School Student Art Exhibit and closing the spring season, a rousing members dinner with an old fashioned square dance.

The fall program opened with a wonderful show entitled, "From the Center", which featured works from our own studio artists. Following this was the Juried Art Show and an excellent musical performance presented by the New England Conservatory Woodwind Ensemble.

Requests for over \$4,000 were received for 1991 Arts Lottery Grants. We received \$1,590 in funds and distributed them to the Northborough/Southborough Music Association, Neary School Artists in Residence Program, Neary School Book Week and the Arts Center. The PASS Program (formulated to encourage the participation of school children in arts and humanities) allocated \$555, which was used to buy tickets to a Symphony Youth Concert and cultural programs.

Unfortunately, reduced monies from the Arts Lottery have forced the Arts Council to reconsider our guidelines for granting funds for future such performances. Additional fund raising efforts are being considered to help supplement some programs.

The second edition of the Southborough Telephone Directory was published in May. The directory, the major fund raiser of 1991, was distributed for free to each Southborough household. Advertising revenues received from the directory, as well as studio rentals to artists, dues from individuals and business members of the Arts Center and grants from the Lottery Council are all helping to defray the costs of maintaining the Arts Center.

Improvements made to the Arts Center in 1991 were extensive and including the painting of the ceiling and walls of the main galleries, installing new track lighting and a fire alarm system, and refinishing floors.

At this time, I wish to make a special thanks to Marty Henderson for all her support, guidance and good spirit as I began my first years as Chair of the Arts Council. In addition, thanks goes out to all the council members and Arts Center members who have provided tireless support of all the activities run at the Arts Center. Those members are: Betsy Crowley, Robin Denman, Pam den Draak, Sandy Ekberg, Cindy Hurvitz, Nancy Lodge, Janet Maney, Betty Meyer, Sandy Neff, Kathy Osol, Elaine Sharron, Janet Stock, June St. Andre, Lynda Thomas, Mary Walter and Jean Wynn.

HIGHWAY DEPARTMENT

Because of the wide and varying nature of the department's activities, flexibility is a must throughout the entire year. This is ever so true in snow and ice operations with 1991 being a prime example.

As we reflect upon the 1990-1991 winter season, there is nothing that comes to mind that could be called outstanding. A review of the year end statistics bears out this perception and also indicates the ups and downs of New England weather and thus the need for maximum flexibility.

The statistics indicate that while total snowfall is down, storms are up, and snow removal and chlorides remain average.

	<u>Average</u>	<u>1991</u>
Snow accumulation (inches)	48	32
Number of storms (snow only)	15	12
Storms requiring snow removal	6	8
Off-hour call-outs	46	34
Sand (ton)	2,077	963
Salt (ton)	900	815
Hired equipment (hours)	108	102

Flexibility was once again the watchword on August 19, 1991 when "Hurricane Bob" swept through our community leaving destruction in its path. Throughout this incident and in the ensuing period the department responded to no less than 92 reported situations on virtually every street in town. The result was the loss of at least 75 whole trees and literally hundreds of branches.

The efforts of department employees, complemented by employees of the Tree, Water and Cemetery Departments were indeed a credit to public service throughout this very trying time.

The department's street maintenance activities continued throughout the year and ran the gamut of surface treatments. Stone chip seals were applied to Prentiss Street, Parkerville Road, Meadow Lane, Clifford Street, Deerfoot Road, Chestnut Hill Road, Ward Road, Bigelow Road and Brigham Street. Cold mix asphalt pavement was applied to Parkerville Road, Woodbury Road, Valley Road, and Lovers Lane. Pavement rehabilitation took place on Woodbury Road and Parkerville Road including regravelling, ledge removal, profile changes and fine grading. Type I bituminous concrete pavement overlays were applied to portions of Marlborough Road and Main St.

Hot poured crack filling was added to our spectrum of available surface treatment activities. The unit necessary for this activity was constructed in-house by department employees. Using this very inexpensive application can extend pavement life in many cases and enhance our chip sealing activities.

As another indication of the town's aging infrastructure, it was necessary to replace deteriorated culverts on Northboro Road, Prentiss Street and Deerfoot Road. This activity is the beginning of what we envision to be a series of such replacements as the metal culverts installed many years ago are now reaching their life expectancy. Drainage structures were also reconstructed on fifteen streets as part of this continuing maintenance activity.

In conjunction with the Board of Library Trustees, the sidewalk in front of the library along Main and Common Streets was completely rebuilt including drainage, berm, gravel, resurfacing and landscaping.

As reported last year, the bans on certain elements of our solid waste stream have reached their effective dates. Regretfully the end of the year finds us no further ahead in terms of how to comply with the waste regulations in an effective manner and more importantly, how to finance this activity. In that compliance is now mandatory, a clear policy direction is long overdue on both the local as well as state level.

Departmental maintenance operations such as equipment maintenance, facility maintenance, street sweeping, catch basin cleaning, roadside mowing, street sign, pavement marking and guard rail replacement were carried out on a regular basis throughout the year.

Highway Department (cont.)

We note the ever increasing demand for our services by other agencies. While we willingly offer whatever assistance we may be able to provide, we operate under the same time and budgetary constraints as do all other town departments. In addition to performing equipment maintenance on vehicles of other departments, this department participated in twenty-one projects beyond the scope of the highway function. This is not to ignore the assistance and cooperation of the various town boards and departments that we have received and gratefully acknowledge.

In closing, we note with mixed emotions that this represents the last Highway Department annual report. The voters at the Annual Election voted to consolidate this and several other departments into a Department of Public Works. While we note the distinct advantages to this reorganization, we recognize that this is one more step in the evolution of this department. The maintenance of our roadway system and ancillary activities has gone on in one form or another since the founding of our community and will, most assuredly, continue under the new organization. This commitment to the needs of the community are to the credit of the employees, past, present and future, for it is they who form the stability of any organization.



MAIN STREET

Main Street, looking west. The house on the left in the foreground is 16 Main Street.

HISTORICAL COMMISSION

The year 1991 was a quiet, modestly productive year for the Commission which enjoyed a stable membership and toward the end of the year happily welcomed Jannette Soucy back after her long illness.

Nick Noble's history of the Town continued to claim some of our attention but we also began to take on some of the other responsibilities of a local historical commission. We happily acknowledge that most of our accomplishments depended on the cooperation of other people and organizations.

We sold out the first printing (1,000+ copies) of Nick Noble's book. We used the proceeds from that effort to order an additional 250 copies which arrived in early autumn. We sold the books on Heritage Day and through individual Commission members, and arranged to sell some books through the Open Book Store in Westboro which reaches a broader readership. (That said, we also want to thank Judy Williams and the library staff for giving us room to store the unsold books and for taking the initiative to move the books to safety when torrential rain threatened them at mid-year!)

We considered erecting a marker at Lincoln Square to explain when and why it got its name. We sought help from the Massachusetts Historical Commission as we began planning a marker to commemorate those interred in the old burying ground but whose gravestones have been lost.

The state commission gave us a verbal okay to move the "Garrison House" historical marker from its current inappropriate site on Main Street at Parkerville. Highway Superintendent John Boland agreed that his crew would move the marker when they had time, clean it up and install it on Parkerville near Gilmore Road - where the house to which the marker refers is located!

Working with Town Planner Wayne Thies, we took steps that may allow the townspeople, in time, to weigh the pro's and con's of establishing a historic district. At our urging, the Selectmen in December agreed to name a committee to explore the issue. To support such a study, we also applied for a grant to pay for a formal historical survey of the Town. Prior to filing the grant application, we met with officials in both Hopkinton and Westboro to see how surveys of their towns had been run, what they cost, and how they were used once completed.

As the Town began the process of establishing a Department of Public Works, the Selectmen agreed with our plea to do whatever is necessary to preserve the little building behind the Town House and Pilgrim Church when the Water Department, which now uses the building, moves out. Once a public school house, we see it as an appropriate site for a museum in which artifacts of the Town might be displayed.

VETERANS' SERVICES

Herewith is submitted Annual Report for the year ending December 31, 1991. Monies spent under Chapter 115 were \$9,432.00 and of this amount, seventy-five percent will be reimbursed by the state.

I would like to extend my appreciation to the Board of Selectmen and the other departments for their assistance to me during the year.

RECYCLING COMMITTEE

The Recycling Committee, consisting of 9 citizens, was created in June 1991 and began holding meetings in September. The charter of the Committee is to study the many options and issues surrounding recycling and composting, and then provide recommendations to the Selectmen as to how Southborough should handle these pressing issues.

In July 1990 the State began implementing waste bans which prohibit Southborough from sending certain materials to the Millbury incinerator (where we currently send our waste). These bans mean that the following items must be recycled once the ban date is reached. The bans are:

<u>Item</u>	<u>Date Banned</u>
Lead Batteries	December 31, 1990
Leaves	December 31, 1991
Tires	December 31, 1991
White Goods (appliances)	December 31, 1991
Other Yard Waste (grass, hedge clippings, brush)	December 31, 1992
Aluminum Containers	December 31, 1992
Metal or Glass Containers	December 31, 1992
Plastics	December 31, 1994
Recyclable Paper	December 31, 1994

Because several of the bans have been implemented, with several more coming very soon, the Committee became very active, very quickly. The first couple of months were spent educating the members through reading, discussions and guest speakers. The other major activity was the development of and planning for the Recycling Survey that was handed out at the Transfer Station in January 1992. We hope that the results of this survey will give us clear information about what the people of Southborough want and expect from a recycling program.

Other activities include attendance at MassRecycle and American Public Works Association meetings, continuous coordination with the Highway Superintendent (whose help and support has been invaluable), detailed research into possible composting and recycling solutions, study of recycling programs in other communities, and the establishment of a working relationship with the DPW Planning Board.

Through these and future efforts we hope to provide the Selectmen with recommendations for recycling and composting that best meet the needs of Southborough both now and in the future.

SOUTHBOROUGH HOUSING AUTHORITY

During 1991 the Southborough Housing Authority held a regular meeting each month with the annual meeting for the election of officers in June. Meetings are held on the third Wednesday of each month at 7:30 p.m. Board members are Fred Sanchioni (Chairman), Marguerite Clifford, Robert Jachowicz, Esther Lesieur, and Mary Rose A. Monfalcone.

Overseeing the Authority's day-to-day operation is Carol Renaud, Executive Director, and maintaining the Authority's properties is George White.

The Authority owns and maintains 56 units (Colonial Gardens) of elderly housing and two family units. During 1991 we accepted five new tenants in our elderly housing. The average rent per elderly household is \$195.00 per month including utilities, and \$201.00 per month excluding utilities for families. Any residents who wish to inquire about elderly or family housing or who would like to fill out an application should contact the Authority's office at 49 Boston Road, weekday mornings from 9:30 to 12:30 (telephone: (508) 481-2166). Criteria for being eligible are:

Net Income:	One person - \$19,992	Two persons - \$22,848
	Three - 25,704	Four - 28,560
	Five - 30,345	Six - 32,130

Asset Limit:	One bedroom, one person	\$35,640
	One bedroom, two	41,760
	Two or more bedrooms	15,000

Elderly: Age 62

The Authority will continue to work with the Town of Southborough through the Southborough Housing Opportunity Partnership Committee, of which Marguerite Clifford is a member, to explore ideas for providing affordable housing for its community.

Actively being pursued by the Authority is the development of an eight unit special needs (167-1) housing program to be constructed on a site located on North Street. Construction is expected to begin in early 1992. Funds for this program are being provided to the Authority by the Commonwealth of Massachusetts through the Executive Office of Communities and Development.

The Southborough Housing Authority would like to thank all town boards, town department heads and their employees for their help and cooperation throughout the past year.

S O U T H B O R O U G H L I B R A R Y

The Board of Trustees of the Southborough Library submits the following report for the year 1991:

Volumes in adult library	31,676	Materials circulated	
Volumes in children's library	19,343	Adult	38,883
Total volumes	51,019	Children	24,620
		Total	63,503
Volumes purchased		Audiocassettes circulated	1,243
Adult	986	Videocassettes circulated	11,410
Children	400		
Total	1,386	Worcester Film Library	
		films used and circulated	114
Volumes received as gifts		Interlibrary loans	377
and added to collection			
Adult	70	Books and materials on loan from	
Children	475	Regional Library	919
Total	545		
Fines collected and turned			
in to Town	\$1,150		

Trustees now meet on the third Tuesday of the month, September through June.

Elizabeth White was re-elected and David Flynn was newly elected to the board in 1991.

Library patron use continues to grow. A comprehensive patron count conducted in March showed use up, 17% for adults and 27% for children, from a similar study done in 1990.

It is important to stress that while maintaining its high level of service, the library has not increased its staff since expanding to double in size two years ago. Much credit goes to Library Director Judith Williams and her staff for the efficient utilization of the volunteer help who man the circulation desk, assist in the children's room and perform other tasks thus freeing the staff for more professional duties.

The Friends of the Library enjoyed another very successful year. Their annual Strawberry Social and Apple Festival along with book sales raised money with which they purchased many extras for the library including a film-strip sound viewer, a C.D. player, compact discs, audio/video cassettes and membership passes to the Fine Arts Museum in Boston, the Discovery Museum in Acton and the New England Science Center in Worcester.

The Friends also make up the greater part of the volunteer help. The Trustees are most appreciative of the work done and the financial assistance given to the library by this dedicated group.

Under the direction of Children's Librarian, Jeannette Curtin, many fine children's programs were held during the year. Weekly story hours, holiday parties, craft workshops and movies were all well-attended.

Library (cont.)

Funded by the Friends, the library presented several puppet shows and a performance by magician, Parker Swan - programs received with great enthusiasm by large audiences of children.

With Federal funds left from construction, the library was able to purchase a A.T. & T. Fax machine, a microfilm reader/printer and a movie projector.

We are very grateful to the Bagley Post 161 American Legion and the Choate Post 3276 Veterans of Foreign Wars for their generous gift of a new display case for the library's historic Brown Bess musket and Revolutionary sword.

The Board wishes to thank: the 4-H Club for their gift of a slide projector, the Quilters' Group for their gift of a subscription to "Quilting News", quilting videos and monetary donation to the Friends; the Boy Scouts and Girl Scouts who volunteer when help is needed, and the many individual patrons who donated books and rendered services to the library throughout the year.

COUNCIL ON AGING

This was a busy year for the COA. In addition to the normal activities of providing transportation for shopping and special trips and supporting the Senior Club, the COA started a newsletter, held a senior day and once again provided blood pressure screening.

Blood pressure screening was reinstituted when department budget cuts caused other areas to drop or decrease their ability to do so. It is being done on a volunteer basis by one of our board members.

In May we held the Second Annual Awareness Day at the Community Center. Betsy Soule of the South Middlesex Legal Services was the feature speaker. She discussed durable powers of attorney, the health care proxy, and the homestead act.

The newsletter has been sent out for a year now and seems to have been well received by the 900 seniors receiving it. It is done on a low budget basis and support has been great from both Assabet and Algonquin who help with the printing. New ideas and items for dissemination are always welcome.

The weekly bus trip provided transportation for grocery shopping. The average usage was 15-17 people. Monthly trips to the malls usually had 20-25 participants. In addition there were several special holiday trips to the malls and occasional luncheon trips to Keefe. The COA also supported the social trips and functions of the Senior Club.

Probably the biggest issue addressed this year was the state and federal supported transportation for elderly and handicapped. The result thus far has been disappointing, but will in all likelihood come to a successful conclusion next spring. A new Town Meeting vote is necessary; so once again we ask you all for your support so the much needed medical transportation can be provided.

Our meetings are held monthly at the Fire Station. Any issues or ideas you have can be conveyed in person or by contacting the chairman or any member of the COA.



ROSE COLLEY

SOUTHBOROUGH HOUSING OPPORTUNITY PARTNERSHIP COMMITTEE

Over the last 12 months, the Southborough Housing Opportunity Partnership Committee has continued to fulfill its responsibilities for the encouragement of affordable housing within the Town, but at a significantly reduced level of activity.

The depressed real estate market and the recession related freeze on investment capital for development have combined to slow the pace of this Committee's activity. In addition, the change in administration at the state level and the short turn elimination of funding of projects through the Partnership has also had its impact. The final approval of the standards for local housing plans has now been received and this will enable us to finish up the housing plan work that was begun two years ago.

As the general conditions of the housing market improve in the years ahead, we may have a better sense of how successful our inclusionary zoning by-law will be at increasing the supply of affordable housing in the Town. Certainly in the past 2 years since it was adopted there has been little opportunity to evaluate its effectiveness.

Over the past year, we have been in close touch with Albro Construction Co. Inc., the developer of Brentwood - off Parkerville Road and the Mass Pike, working with them on various requests for extensions at both the state and the local level to keep the development alive as they have sought new funding sources. Such funding now appears quite close to being finalized. If that is so, then we may have a ground breaking in 1992.

On the occasion of his retirement as Fire Chief and resignation from our Committee, we wish to thank Frank Aspinwall for his significant contribution to our work over the years we have been in existence.



Robert C. Dumont, Chairman

S O U T H B O R O U G H Y O U T H C O M M I S S I O N

The Southborough Youth Commission is a human services resource for the community, which focuses on the prevention and treatment of youth and family problems. We offer preventive programs, counseling, information and education.

COUNSELING: The counseling component of the Youth Commission is available to any children, adolescents or families in Southborough, free of charge. The Youth Commission is staffed by Mental Health Professionals offering individual, couples, family and group counseling. Due to budget cutbacks, we lost our Tri-Town Counselor this year. This position had provided many of our counseling services. One counseling group was offered at Algonquin High School this year, as well as a group for adults living in difficult home situations. This year, 108 individuals received counseling services from us.

PREVENTION PROGRAMS: The goal of the prevention programs is to help participants increase their sense of self-esteem, develop social communication and decision-making skills, increase their sense of responsibility for their own lives, and learn constructive use of leisure time. This in turn enables people to be more effective in their lives, and helps to prevent serious emotional and behavioral problems from developing. This year's programs included:

1. In-school discussion groups: This year, six ongoing groups were offered at Neary School, serving 37 children in grades 2-5. Five groups were offered at Woodward School, serving 35 students in grades 6-8. In these groups, students addressed issues of self-esteem, friendship, relationships with parents, and other concerns related to their respective age groups.

2. Community Action Programs: We continue to offer these programs in conjunction with the Northborough Office of Youth and Family Services and Algonquin Regional High School. Algonquin students earn credits for being trained and then working with youths who have special needs, Westborough State Hospital patients, or younger children in a variety of after school and evening programs. The Southborough Youth Commission again took primary responsibility for The Special Needs Program and for Project Friend, which matches high school students with younger students in a "Big Brother/Big Sister" type program. A total of 46 high school students participated in these two programs this year, working with 49 "clients" or "little friends".

3. After School Activities: This year, we provided two after school programs, one at Woodward School, and one at Fayville Hall for Neary School students. These programs offer a variety of fun, interesting and non-competitive activities of interest to the respective age groups (grades 4-5 and grades 6-8). Fifty-eight children participated in these programs.

4. Summer Activities Program: This program serves grades 5 through 8. This year, because of budget cuts, we were unable to hire a Summer Program Assistant, cutting in half the number of children we could take in each session. We cut sessions from two weeks to one week and doubled the number of sessions to eight, in an attempt to remain available to approximately the same number of children. This program offers these children the chance to participate in fun and wholesome activities at the same time as learning important lessons about decision-making, responsibility, and interpersonal relationships. Thirty-eight children participated this summer, many for more than one session.

In addition, through the continued commitment of our Board President, Carolyn Connors, the Youth Commission, through the Campership Coalition, helped send many children to camp who would otherwise not have been able to go.

Youth Commission (cont.)

5. **Mentors Program:** The Mentors Program was continued by the Youth Commission at Algonquin High School this year. Participants were students interested in providing community service, and specifically, for the time being, in staffing the Youth Commission's Teen Center. The Mentors were trained to work with younger teens at the Teen Center, learning about communication skills and limit-setting, and then going on to help plan for, organize, and staff the Teen Centers. It is hoped that the Mentors might at some point branch out to other volunteer activities in the community. Forty-two students participated.

6. **Community Involvement Projects:** This year a Youth Commission staff person assisted young people in becoming involved in several community projects. These included designing and building a float for Heritage Day, helping with the Bike Fair, and working on the Haunted House for the Pilgrim Church. Twenty-two youths participated.

TEEN CENTER: Seven Teen Centers were held this year. These are Friday night activities held at Woodward School, for any Middle School students in Southborough (open to seventh and eighth grade students only until January of each school year; after that sixth graders are also welcome). The Teen Centers have been an enormous success, well-attended, and meeting with much enthusiasm from students, parents, and school officials, as well as by the Mentors staffing them. Approximately 175 students attended at least one Teen Center, many attending most or all of them. Teen Centers will continue to be held approximately one Friday night per month during the school year.

EDUCATION: This year, a Youth Commission staff person continued to provide some educational services in the schools. She provided ongoing leadership of several segments of the decision-making curriculum for seventh and eighth graders at the Woodward School, attended by 161 students. In addition, she taught an ongoing segment of the Life Sciences Curriculum for fifth graders at the Neary School, with thirty-five participants.

CONSULTATION: Our staff continued to work closely with schools, police, courts, clergy and other community agencies this year.

INFORMATION AND REFERRAL: We work closely with other area agencies, and are able to provide information and referrals to other health and mental health providers. This service continued to be well-utilized this year.

COMMUNITY EVENTS: This year, we hosted our sixth annual Halloween Party, attended by approximately 270 children and adults. We thank all the students and other volunteers who helped set up and run the party.

OTHER ACTIVITIES: Youth Commission staff get involved in many activities that go on in Southborough and the surrounding community, including the Southborough Human Services Committee and the Metrowest Parent Awareness Consortium.

This has been a very active year for the Youth Commission, but continued to be a difficult one financially. We were forced to make some staff cutbacks, resulting in some cuts in the numbers of people we could serve and the number of programs we could offer. We have made every effort to continue to provide a high level of service to as many people as possible. Thanks to fundraising by the Friends of the Youth Commission and a generous grant by the Choate Fund, we have been able to maintain most of our programs.

Youth Commission (cont.)

The staff wishes to thank the Board, The Friends of the Youth Commission (including Parents of Teens), and all the people who have generously supported our programs with your time, energy, financial assistance, or moral support.

The Youth Commission Board meets on the first Tuesday of each month at the Town House at 7 pm.

MARLBOROUGH ALCOHOLISM REFERRAL CENTER

PROGRAM DESCRIPTION

The program continues to provide a supportive network for those in recovery. This support is multi-faceted, offering individual and group counseling and also addresses the need for change in life-style and attitude to maintain sobriety. Operating as a "store front" drop-in facility provides a comforting, nonthreatening, nonclinical atmosphere to the newcomer, introducing that individual to a sober environment where a common language of recovery is spoken.

The clientele served is extremely varied in age, background and service needs. The Center sponsors or provides meeting facilities for a wide range of groups, including meetings of Alcoholics Anonymous, Al-Anon and Alateen. Specific meetings are provided to deal with women's issues, and issues in those families affected by parental substance abuse.

BOARD MEETINGS

The Board meets at ten regularly scheduled meetings during the year as well as at specially called meetings as the need arises. The Board consists of eleven members including a Chairperson/President, Vice President, Treasurer, and Secretary. All expenditures exceeding \$25 must be approved by the president and treasurer with a consensus of the Board. As in the past, individual Board members continue fund raising efforts in the community and local industry.

SERVICE STATISTICS SUMMARY

1 9 9 0		1 9 9 1	
Marlborough residents	4,732	January through October	
Hudson, Northborough,		Marlborough	4,822
Southborough, Westborough and		Hudson	1,362
others	<u>2,343</u>	Northborough	516
		Southborough	314
		Westborough	226
		Others	<u>300</u>
Total 1990 7,075		Total 1991 7,740	

WATER DEPARTMENT

At the Annual Town Election held on May 8, 1991, Mr. Michael J. Shimkus was re-elected to the Board of Water Commissioners for a term of three years.

At the meeting of the Board of Water Commissioners held on June 4, 1991 with all members present, it was voted to appoint Mr. Michael G. Gulbankian as Chairman for the ensuing year.

At the Annual Town Meeting held on April 8, 1991 the following Water Department article was voted and approved:

Article 32: It was voted to transfer from the Water Department Surplus and appropriate, the sum of \$74,500 for the purpose of installing a new 12" water main on Turnpike Road and Deerfoot Road for a distance of 1,100 feet to complete a system loop. This water main installation project was performed entirely by Water Department personnel and is now in service.

One of the main reasons for installing the Turnpike Road/Deerfoot Road water main loop was to increase water flow into the south-end of town. By increasing the potential for more flow into this area we felt that we could eliminate a very costly project of painting and repairing the Atwood Street Tank. Our engineers had estimated this cost to be around \$142,000.00. Which was due, in part, to the cost of removing the lead paint on the outside of the tank. After the Turnpike/Deerfoot Road water main was put on line, we performed flow tests in the south-end and were very pleased with the results. With that in mind and the fact that the Atwood Street Tank only holds 150,000 gallons, which is considered small at today's standards, the decision was made to abandon the tank. The bid to dismantle and remove the tank was awarded to Burgess International Incorporated. This company started this project on December 12, 1991 and completed it shortly afterwards in compliance with all rules and regulations.

Maintenance programs of the Department, such as meter replacement, cross connection, hydrant maintenance, valve exercising, leak detection, easement maintenance, system flushing, along with the general maintenance and repair of the water distribution system and our two pumping stations have all been worked on during the year as time allowed.

During the past year the Department had experienced a communication problem between the Data General computer system at the Town Hall and the water department's system. We are pleased to report that this problem was corrected with the help, in part, from Roger Challen and James Colleary. At this time we would like to express our sincere gratitude to Roger and Jimmy for their time, effort and expertise.

The Board of Water Commissioners would like to thank the other boards, departments and their employees for their continued support and cooperation. We would especially like to thank our own employees for their continued excellence, dedication and positive attitude throughout the year.

Water Department (cont.)

1991 WATER CONSUMPTION

January	17,111,000 gallons
February	14,899,000 gallons
March	15,737,000 gallons
April	18,060,000 gallons
May	24,777,000 gallons
June	31,213,000 gallons
July	31,995,000 gallons
August	27,687,000 gallons
September	21,445,000 gallons
October	19,866,000 gallons
November	17,219,000 gallons
December	18,000,000 gallons
Total	258,009,000 gallons
Highest Day: June 7	1,625,000 gallons
Highest Week: 7/15-7/21	8,810,000 gallons

DISTRIBUTION SYSTEM

Main Pipe added:	8" - 460 feet
	12" - 1,070 feet
Total	1,530 feet
Total main pipe now in use:	66 miles, 18 feet
Services added	28
Total Services	2,029
Hydrants added	2
Hydrants in use	577
Gate Valves added	6
Gate Valves in use	1,505
Breaks in mains	5
Breaks in services	4
Broken Hydrants	5

C E M E T E R Y D E P A R T M E N T

We, the last Cemetery Commissioners, would like to thank all previous Cemetery Commissioners and department employees who over the many years dedicated themselves to maintaining the Town's Burial Grounds in a manner viewed by all as the best in the area. We expect that under the Town's new combined Department of Public Works, administered by our Board of Selectmen, the care for our cemeteries will not change. In closing, this report from the Board of Cemetery Commissioners is the last from an independently elected Cemetery Board.

We also thank you the citizens for having given us the funds to fulfill our task and for providing us with the opportunity to have served.

The Cemetery Department would also like to thank all town departments for their ongoing support and cooperation throughout the year.

George F. Killam, Chairman
John Mauro
Robert Bezokas

Planning



PLANNING BOARD

The Planning Board and its staff continued to be involved in a wide range of issues from administrative procedures dealing with building and development to broad regional issues that may affect Southborough well into the future. Last years budget constraints forced a consolidation of secretarial support between Planning, Building, Board of Health and Conservation Commission, which despite some initial pains of adjustment, has been incorporated successfully. Planning has worked with all other departments involved with development to establish new procedures that hopefully will speed the permit process and be easier to understand. This has allowed us to handle approximately 50% more permits (primarily Health and Building) than last fiscal year and has created better communication among departments which results in more efficient planning and administration. The following is a brief summary of specific Planning Board activities:

CURRENT PLANNING

While there is only one proposed new subdivision presently in the review process, the Planning Board dealt with eleven (11) other active developments to varying degrees. Numerous financially troubled subdivisions changed ownership, were revised, completed or requested some change from the original approval. The most notable effort was the negotiation and modification of Liberty Estates to assure satisfactory completion prior to a pending FDIC takeover. Despite continued bad economic times, troubled land development projects are slowly being absorbed, with, in many cases, better designed projects that bring completed roads, and payment of past due real estate taxes.

Six site plans were formally handled, which were primarily retrofitting of existing vacant facilities. Several other projects of larger scope are in the preliminary discussion phase consuming Board and staff time.

The Planning Board also reviewed and endorsed eighteen (18) Approval Not Required (ANR) plans and held three (3) stone wall/tree hearings.

LONG RANGE PLANNING

The Planning Board has continued its focus on long range issues. During the past summer a citizens survey was sent to every home in town seeking input on a wide range of topics that effect Southborough. We received an excellent return (30%) from all sections of town which helped define the Town's values and future goals. Quality education, rural character/open space, and improved recreation facilities were viewed as important by a majority of respondents. Several other issues, while not receiving overwhelming support, showed some subtle change in opinions from past surveys (1979 and 1985). When asked about municipal sewerage only 27% of respondents resisted any sewerage at all, even though there was considerable concern over the potential cost. This related to a slight increase in support for economic development that would defray rising residential taxes. It was perceived by many that sewers, especially along Route 9, would attract quality industry to Southborough, with an equal number of residents fearing commercial development similar to that of our eastern neighbors. This input has led the Planning Board to initiate a joint effort with the Recreation Department and Open Space Commission to master plan the recreational needs of the town, while continuing to work toward the retention of our rural character. We have actively participated in the current sewer study committee, and are reorganizing our zoning use regulations to encourage quality development that will aesthetically and financially benefit the Town.

The Planning Board continues to monitor activity in the region that may effect Southborough through active participation in the Metropolitan Area Planning Council (MAPC) and the Metrowest Growth Management Committee. Particular attention has been given to the 9/90 Crossing and Bose

PLANNING BOARD (cont.)

expansion in Framingham, the MWRA Aqueduct Project, the MBTA rail extension to Worcester and the proposed 1-495 interchange on the Marlborough/Southborough line.

The Planning Board hopes to continue this trend of diverse involvement in issues and projects that influence our future, keeping Southborough a great place to live and work.

OPEN SPACE PRESERVATION COMMISSION

During 1991 the OSPC worked with the Town Planner, Planning Board, Recreation Commission and the Southborough Open Land Foundation to take positive steps toward carrying out the citizens' desire to maintain the rural character of the Town.

Changes in zoning by-laws, approved by Town Meeting, are most encouraging: 1) creation of a conservation zone and putting MDC property into that zoning; 2) defining open space in a major development as consisting of contiguous areas not just easements or backyard adjuncts, helping to make possible walking or biking areas between developments; 3) specifying that open space cannot consist primarily of wetlands; and 4) making possible cluster development which will create more open space within a major development. We will encourage developers to use that option wherever possible.

The commission worked with the Town Planner and the Planning Board on the revised plans for Liberty Estates which now includes approximately 22 acres of open space. Another parcel of 11.8 acres on Route 9, adjacent to the NYNEX property was deeded over to the Southborough Open Land Foundation by Northland Corporation.

Of special significance was the gift of a conservation easement to the Sudbury Valley Trustees of some 60 acres of farm and wood land on Jericho Hill Road by George and Carol Gay. This lovely northern piece of property in Southborough will be preserved in its natural state in perpetuity.

OSPC met with the Recreation Commission and plans to work with them on developing long-range plans for expanded programs and facilities, a high priority with Southborough residents as indicated in the Planning Board survey.

By early spring an OSPC display case will be installed between the Southborough Spa and Mauro's Market. It will be used to display maps of the Town - of zoning changes as they may occur, of recreational opportunities, etc. We are greatly indebted to the Southborough Business Association for their generous funding for this case.

Finally, we are eagerly anticipating the brochure, Outdoor Southborough, being published by the Open Land Foundation in late winter. The recreational bike routes were laid out by OSPC members, Roger Baust and Ron McAdow.

METROWEST GROWTH MANAGEMENT COMMITTEE

Selectman James Falconi and Planning Board member Charles Gaffney represent Southborough on the MetroWest Growth Management Committee, an alliance formed in 1985 of the communities of Ashland, Framingham, Marlborough, Natick, Southborough, Sudbury, Wayland, Wellesley, Weston and the Metropolitan Area Planning Council. For the past six years the committee has undertaken interlocal action related to regional development. MetroWest staff serve as a resource to members and the region's citizens, while implementing committee decisions.

MetroWest continued timely review and comment for development proposals deemed to have regional impacts including Massachusetts Turnpike barriers, I-495 Interchange, Marlborough and Shopper's World reconstruction, Framingham. MetroWest reviewed CTPS' Transportation Improvement Plan to determine the degree to which the state plan is consistent with MetroWest priorities for transportation projects. Through the facilitation of MetroWest Growth Management Committee, federal funding was obtained to study the feasibility of a Transportation Management Association in the MetroWest area. Throughout the year, the MetroWest MetroPlan 2000 Committee conducted review of Metropolitan Area Planning Council's regional development plan and encouraged decisions for land use that remain within the jurisdiction of local communities. The MetroWest Water Resources Committee prepared a MetroWest Water Supply Emergency Plan authorizing short-term emergency transfers of water for the MetroWest communities plus neighboring Hopkinton and Needham.

The committee met with legislators to inform them of MetroWest concerns and ask for their perspective on legislative priorities. MetroWest lent its support toward acts relative to rationalization of the Commonwealth's mechanisms for vesting zoning through development permits and legislation to provide a mechanism for the speedy remediation of leaking household underground storage tanks. The committee opposed legislation to extend or increase grandfathering provisions.

Two new task forces were formed. A MetroWest Municipal Administrators Advisory Committee consisting of one designated municipal administrator from each community plus Medfield, Dover, Sherborn, Holliston and Needham was established to promote the implementation of cooperative, cost-effective actions to provide municipal services in the MetroWest area, through the sharing of personnel, equipment, facilities and expertise. A MetroWest Open Space Task Force has been established to advance more equitable open space use, particularly of state-owned parcels in the MetroWest region.

The committee fosters joint and cooperative action concerning growth and development in member communities through regular communication among members and other interested parties.

ZONING BOARD OF APPEALS HEARINGS

- 05/01 Robert B. & Carole E. Bezokas, 12 Maple Street (39-6) - Special Permit from Article III, Section 174-8, Paragraph B,(1),(m), Schedule of Use Regulations - Conversion of a one-family house in existence for two years or longer to a two-family dwelling, on a lot with a minimum of fifteen thousand square feet. GRANTED
- 06/26 Keith & Donna J. Campbell, 196 Parkerville Road (13-22) - Variance from Article IV, Section 174-14, Paragraph A, Schedule of Dimensional Regulations - Construct a deck lacking the required side setback and rear setback in a Residential A District. GRANTED
- 06/26 Albro/Southborough Limited Partnership, Project at 213 Parkerville Road - Extension of the Comprehensive Permit. GRANTED
- 07/18 Mark J. & Dianne K. Bernasconi, 133 Parkerville Road (27-16B) - Variance from Article IV, Section 174-14, Paragraph A, Schedule of Dimensional Regulations - Construct an addition onto their single family dwelling lacking the required rear setback in a Residential A District. GRANTED
- 10/09 Northern Realty Trust, 175 Boston Road (47-10,11,13B) - Variance from Article III, Section 174-8, Paragraph B,(3),(b), Use Regulations - Light manufacturing and assembly in a Business District. GRANTED
- 12/04 David J. Bullen, Trustee of Gayel Realty Trust, Southville Road (1-10) - Variance from Article IV, Section 174-14, Paragraph A, Schedule of Dimensional Regulations - Construct a single family dwelling lacking the required frontage in a Residential B District. GRANTED

METROPOLITAN AREA PLANNING COUNCIL

MAPC provided staff support to the MetroWest subregion of which Southborough is a member; coordinated review of the Transportation Improvement Program; facilitated discussion and public input to the amendments to the State Implementation Plan for Air Quality; attended on behalf of the member communities, all PMT (Program for Mass Transportation) meetings; identified commuter parking locations in the MetroWest subregion; introduced a Pavement Management Program; mapped municipal facilities to further joint service initiatives; provided population/age group forecasts; subregional and community census profiles; census data analysis; mapping of land resource protection areas; and coordinated review and input to "A Strategic Metropolitan Transportation System" as part of MetroPlan 2000.

MetroPlan 2000 continuing efforts included development of the Transportation, Land Resources and Housing Elements with input by the subregions and policy committees.

MAPC also provided assistance to the MetroWest Water Resources Committee in developing the MetroWest Emergency Water Supply Plan.

TREE WARDEN

During the past year I supervised Massachusetts Electric Company and New England Telephone Company tree crews on line clearing projects. These programs help maintain clearance of branches that come in contact with power and telephone lines.

On August 19 Hurricane Bob struck our town causing an incredible amount of damage. There were approximately 38 streets with heavy tree damage resulting in approximately 40 trees which had to be taken down.

We continued chipping Christmas trees at the Transfer Station.

The removal of dead and decayed trees was continued this year, but due to Hurricane Bob we didn't remove the number we expected. Tree pruning was very limited this year also. The Tree Warden and the Planning Board held several tree hearings for the removal of trees.

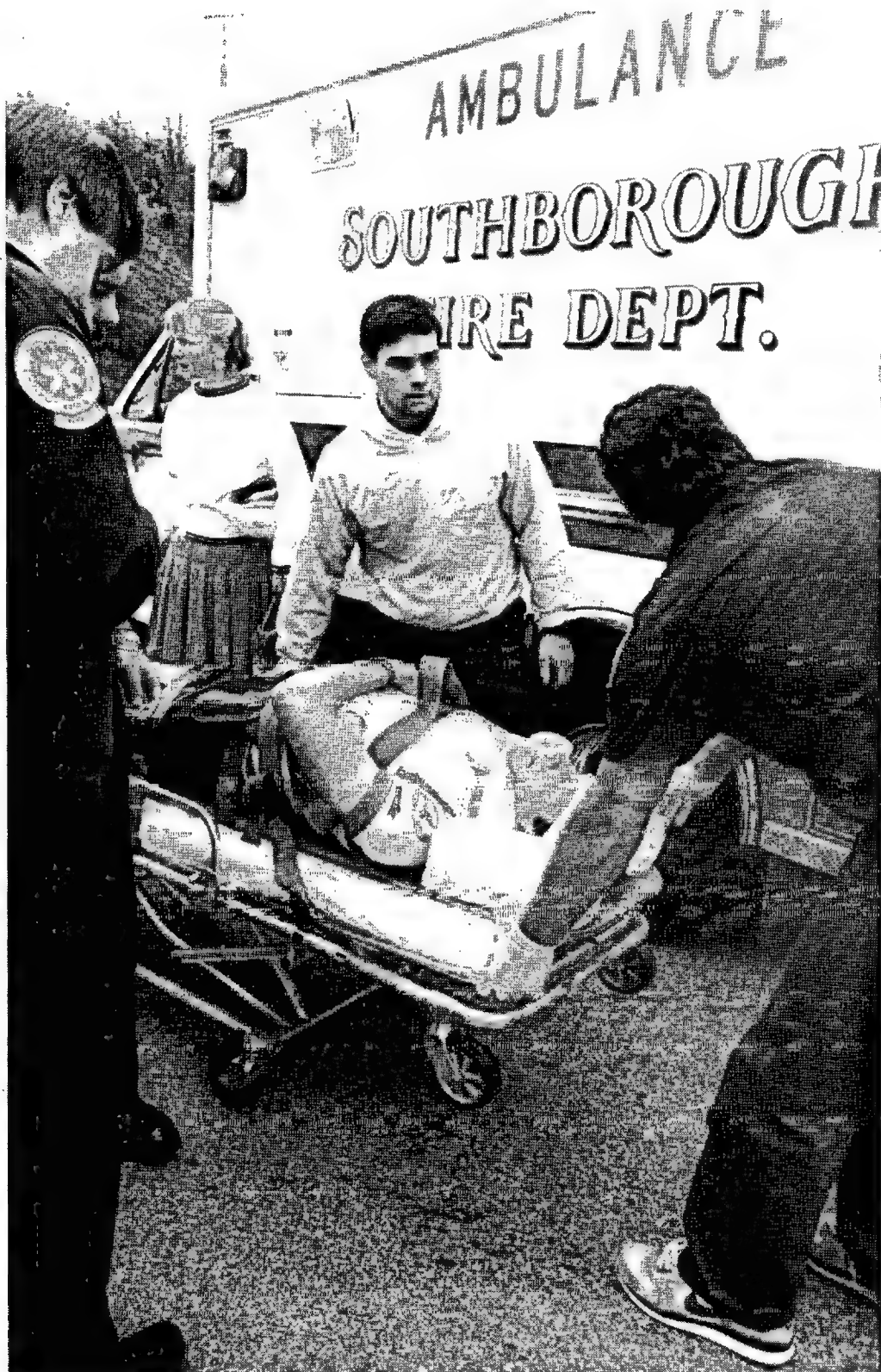
The Tree Department was awarded a grant to plant trees this spring. We continued our tree planting program by planting fifteen new trees.

At this time I would like to thank the various town departments and the citizens of Southborough for their cooperation and assistance during the past year.

INSECT PEST CONTROL SUPERINTENDENT

Eastern tent caterpillars, fall web worm and gypsy moths are still prevalent around town. We will be doing another gypsy moth survey this winter. Yellow wood or ash yellow wood disease has spread throughout the town infecting over 100 trees with the removal of approximately 40 trees as of this date.

**Protection of Persons
and Property**



FIRE DEPARTMENT

The following annual report summarizes the activities and the status of the Fire Department for the year 1991.

In the 1990 report mention was made of the donation of a defibrillator by the Southborough Business Association and the donation of time by Department E.M.T.'s to train in its use. In 1991 these gifts paid the greatest dividend of all, they contributed in the saving of a life.

The members, 8 full time and 30 call, continued their ongoing training during 33 separate sessions. This training includes: quarterly defibrillator recertification, rescue training, E.M.T. recertification, auto extrication, multiple company fire fighting evolutions, hazardous materials exercises, fire attack tactics, and incident command training. Among those trained were 8 young men, who under the watchful eye of senior officers and firefighters were skilled in the essentials of fire fighting.

The 602 incident responses for 1991 were divided evenly between fire related situations and medical runs. This continues a five year trend of the department's activities.

Nineteen ninety-one was the year that two very important members decided to retire from the Fire Department. Between them they had a combined service to Southborough of 75 years. They were Chief Frank Aspinwall (40 years) and Firefighter Robert Brown (35 years). It is hard to convert these numbers into words that describe what 35 or 40 years of responding to the alarm means. What does come through crystal clear is a long term dedication to help their fellow citizen. We have a tendency to forget that when these men started with the Department that a year's pay for a call firefighter was \$50 for a job that cost you \$100 in destroyed clothing alone. It is difficult to count the times these men lost a night's sleep while tending to incidents that were more often less exciting than exciting. They were subjected to just about every danger modern society could assemble, but dealt with them.

Firefighters like Frank and Brownie are part of a generation of men who took the fire service from a time when fighting a fire was a matter of how much water you could throw at it from the street, to today where fire fighting is a true science.

Chief Aspinwall was always there to teach and implement the new procedures whether they be in rescue, fire suppression, or emergency medicine and Firefighter Brown was always there to learn and respond.

As a Department and as a Town, we should be very thankful that people like Frank and Bob gave so much.

Acting Fire Chief Peter F. Phaneuf

SEALER OF WEIGHTS & MEASURES

#1-91	01/31/91	Ben's Deli 5 Turnpike Road	1 scale, more than 10 lbs. less than 100 lbs.	\$ 5.00
#2-91	01/31/91	Mauro's Market 4 Main Street	2 scales, more than 10 lbs. less than 100 lbs.	10.00
#3-91	01/31/91	Southborough Drug 5 East Main Street	1 scale, more than 10 lbs. less than 100 lbs.	5.00
#4-91	01/31/91	Drug Counter Southborough Medical 24 Newton Street	1 scale, less than 10 lbs. 15 metric weights 15 apothecary weights	* 5.00 7.50 7.50
#5-91	10/04/91	Auto Smith 164 Cordaville Road	3 gasoline pumps	24.00
Total				\$64.00
Total Fees Collected				*-5.00
				\$59.00

Fee not collected



POLICE DEPARTMENT

The year 1991 developed into a very busy year for your Police Department. After a five and a half year vacancy left by retired Sgt. Richard Waller, William Harpster was hired as a patrolman. Filling this position has enabled our Detective Unit to function more efficiently at the same time providing additional crime prevention and other services to the townspeople.

In addition to attending continuing In-Service Training classes, all personnel fulfilled the requirements for CPR, First Responder, and Firearms training. Our Detective Unit attended a Photography seminar offered by Polaroid which netted us a new advanced camera system. Several officers attended many of the state-sponsored classes and some are continuing to attend local colleges to further their education in Criminal Justice. As always, monthly Law Enforcement updates continue to be disseminated and discussed.

The Drug Awareness Responsibility Education (D.A.R.E.) Program is continuing in public as well as some private schools. The ever popular Officer Phil and other safety programs are still offered. While it is difficult sometimes to determine the effect such programs may have on our young people, we can see that these youth do appreciate the time and effort put forth by the Police Department and it instills a sense of trust between them and the officers.

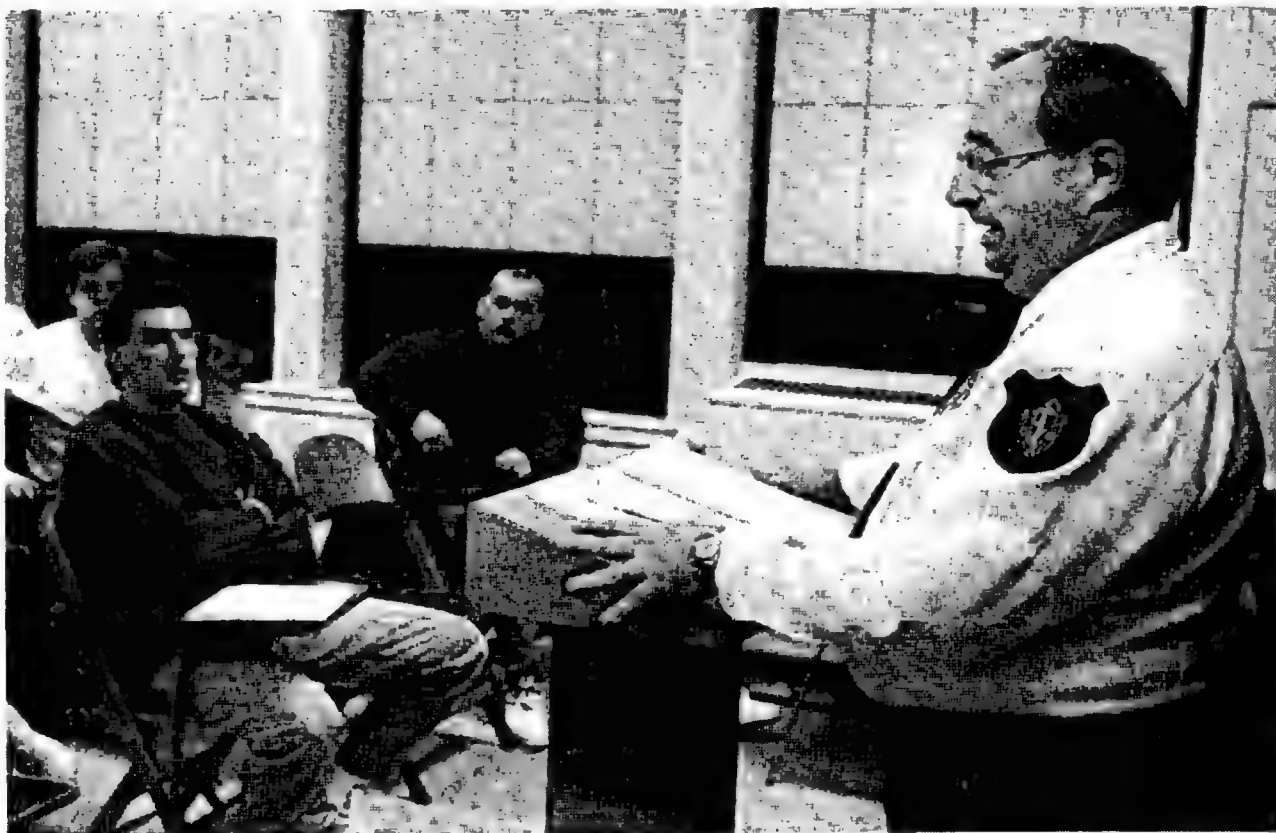
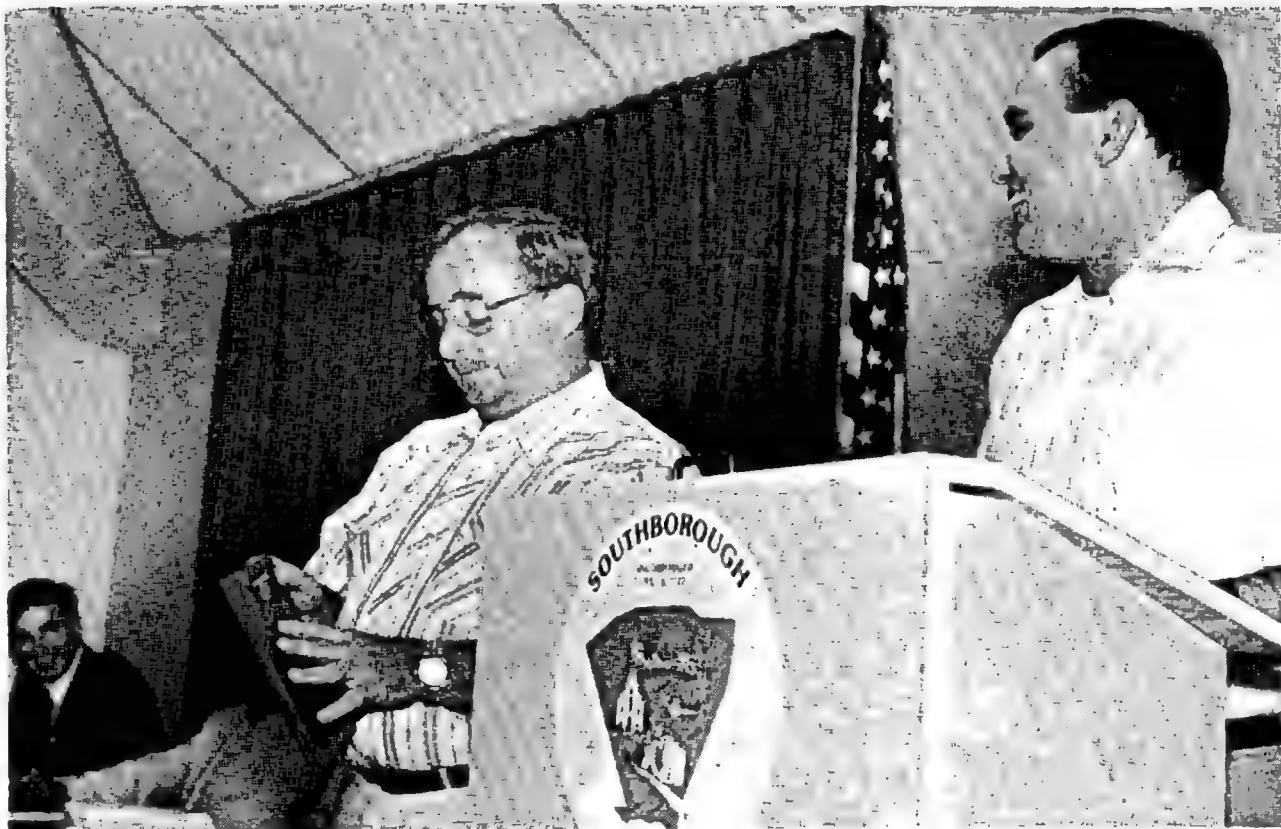
Among the cases investigated this year, we found an increase in the number of reported domestic abuse incidents. The new Domestic Abuse Law gives officers specific actions to be taken which allows increased protection to victims. This, coupled with new public awareness of domestic assaults, has encouraged many long silent victims of these crimes to seek help. In this area, as well as in many other crime cases, we achieved a number of arrests and convictions in 1991.

Burglary also increased in 1991. At more than one location, the suspect was caught "red-handed" thanks to the quick response of a resident and our officers. The people of Southborough are the eyes and ears of the Police Department. You can help us by reporting any suspicious car, person, or activity immediately. We do our best to ensure a speedy investigation and would much rather prevent a crime than investigate it after the fact. On that same line, the number of false burglar alarms increased in 1991. While the Police Department must investigate each reported alarm as a true break, it takes officers away from other areas and can at times allow other crimes to occur. It is important for homeowners and business owners to understand their systems and be sure they are operated properly.

Your Police Department appreciates the continued support and cooperation of the citizens and businesses as well as other Town Departments. Working together enables all of us to do a better job.

YEARLY INCIDENT & ACTIVITY REPORT

RAPE	6	MISSING PERSONS/JUV. RUNAWAYS	45
ROBBERY	1	DISTURBANCES	383
ASSAULTS	16	SUSPICIOUS ACTIVITY	980
BURGLARY	54	GENERAL SERVICES	1111
LARCENY	124	BUSINESS ESCORTS	85
MOTOR VEHICLE THEFTS	5	ASSIST CITIZENS	770
VANDALISM	195	BUILDING CHECKS BY SECTOR	3941
BURGLAR ALARMS UNFOUNDED	811	ANIMAL COMPLAINTS	143
DRUG LAW VIOLATIONS	7	ASSIST OTHER AGENCIES	628
LIQUOR LAW VIOLATIONS	8	PROTECTIVE CUSTODY	40
SUMMONS DELIVERED	131	STOLEN MV'S RECOVERED	4
ARRESTS	79	MV ACCIDENTS	321
CIVIL COMPLAINTS	49	MV VIOLATIONS	1906



BOARD OF HEALTH

The Board of Health has met regularly throughout the year on the second and fourth Tuesday of the month and it has been a productive year. A major activity of the Board of Health is to witness soil testing for the design of sewage disposal for both new facilities and repairs of existing facilities. There were 60% more subsurface sewage disposal systems under construction during the year compared to the prior year. Other routine activities of the Board of Health are to investigate situations that may effect the health of the community, respond to citizens concerned about a variety of issues such as improper dumping, streams that appear to be discolored, the quality of their drinking water and other environmental concerns. If the area is not within our jurisdiction we direct people to the department or agencies that may be able to provide assistance and support to our community.

Public health nursing services are provided under contract by The Visiting Nurse Association of South Middlesex, Inc. In the fall a flu clinic was held at Fire Headquarters and 156 people received immunizations. Most of these people are at high risk of contracting the disease if exposed to it. For the more than 11 years the services of the Women's Club have been invaluable. We want to thank the Women's Club members who donated their time to provide coffee and invaluable support to the participants.

In the spring the annual Rabies Clinic was sponsored by the Board of Health and a total of 44 dogs and cats were vaccinated. Dr. Fraser and his office have provided this service for the last 18 years. Rabies is on the increase in wild animals and the Board of Health is urging cat owners to have their animals vaccinated against rabies.

Board of Health activities directly returned to the Town over \$21,800. The following is a summary of the 1991 Board of Health activities:

Building Addition Applications	15	Septic Plans Reviewed	113
Food Borne Illness Investigations	5	Septic Systems Constructed	48
Food Establishment Licenses	52	Septic System Inspections	190
Food Establishment Inspections	48	Septic Hauler's Licenses	12
Funeral Director's Licenses	1	Septic Installer's Licenses	24
Housing Inspections	31	Sewage Disposal Const. Permits	113
Misc. Complaints Investigated	8	Sewage Nuisance Inspections	36
Pool Applications	16	Soil Testing Witnessed	180
Massage Practitioner's Licenses	4	Stable Licenses	4
Massage Establishment's Licenses	4	Waste Water Treatment Plant Permit	1
Recreational Day Camp Licenses	1	Well Applications	8
Semi-Public Pool Licenses	3		
Semi-Public Pool Inspections	3		

After the 1991 Town Meeting reduced the budget for the Board of Health, the Board of Health, Building Department, Conservation Commission and Planning Board consolidated secretarial support services. The level of funding does not allow the General Office to be open full time. The consolidation has provided for better communication between the four departments, encouraged us to work on streamlining procedures and to make them more easily understood by our clients. We have processed approximately 50% more permits (primarily Health and Building) in the past year.

ANIMAL CONTROL OFFICER

	<u>TOTALS</u>		<u>TOTALS</u>
Mileage	4,855.0	Complaints	241
Dogs to Marlborough Animal Hospital	4	Court Tickets (Income approx. \$175)	19
Cats to Marlborough Animal Hospital	3	Warnings	126
Dogs to Framingham Pound	1	(Includes Selectmen's Letter)	
Cats to Framingham Pound	9	Lost Dog Calls	76
Dogs to Dog Orphans	5	Lost Cat Calls	34
Dogs Killed by Cars	12	Dogs Returned to Owners	36
Cats Killed by Cars	18	Cats Returned to Owners	3
Others Killed by Cars	173	Resident Assists	86
Money collected for pick up fees and resident			
assists and turned over to the Town Collector.....\$332			
Outstanding non-license complaints - 1991..... 5			

INSPECTOR OF ANIMALS

Number of Dairy Cattle	39
Number of Beef Cattle	31
Number of Horses	48
Number of Ponies	14
Number of Goats	10
Number of Sheep	27
Number of Swine	4
Number of Chickens (approx.)	75
Number of Ducks	5
Number of Geese	10
Number of Turkeys	2
Number of Reported Dog Bites	4
Number of Reported Cat Bites	0

Town Clerk



PAUL J. BERRY

P R E C I N C T I
E L E C T I O N O F F I C E R S 1 9 9 1
(appointed)

Susanne S. Dumont, Warden
Lidia A. Kiley, Deputy Warden

INSPECTORS:

Alphonsina A. Torcoletti
Mary E. White
Virginia H. Nemensky
Vernelle L. Cibelli
Joan A. Ferretti
Audrey M. Xavier
Helen L. Toomey
Betty J. Davis
Florence M. Reilly
Theresa M. Prosperi

TELLERS:

Joan E. Anderson
Ruth M. Anketell
Jacqueline G. Aspesi
Marilyn M. Aspesi
Patricia A. Aspinwall
Barbara Atchue
Lena Baldelli
Kathleen B. Bartolini
Anne C. Bartulis
Margaret A. Benson
Kathleen A. Berry
Ruth O. Berry
Rita J. Bertonassi
Katherine I. Best
Gladys R. Binder
Inez T. Busconi
Carol A. Carlson
Sheila M. F. Clark
Janice C. Conlin
Dorothy M. Delarda
Mary C. DeNorscia
Daisy A. Desimone
Helen M. Dupont
Anne T. Emma
Natalie J. Fantony
Susan M. Flanders
Alice Foley
Hazel T. Foote
Wayne A. Gates
Kathleen A. Geary
Marianne J. Geary
Linda D. Gibson
Bertha T. Ginga

Janet M. E. Mattioli, Clerk
Mary A. McCann, Deputy Clerk

INSPECTORS:

Ellen A. Boland
Catherine E. Gralton
Fred J. Quinn
Lena A. Carloni
Lorraine C. Gasparoni
Angeline Pessini
Elizabeth Hagopian
Caroline Pessini
Patricia B. Brewin
Irene Burkis Tibert
Sophia M. Coleman

TELLERS:

Alice D. Gulbankian
Anne M. Huff
Elaine Kallander
Carolann R. Kane
Marie A. Kensinger
Patricia A. Lally
Kathleen Lane
Edith L. Levangie
Jean A. Maley
Robin A. Mason
Ann McDonald
Helen Meleones
Anne M. Merloni
Elizabeth L. Minnucci
Joan M. Misener
Ronetta J. Munroe
Carolyn A. Ostresh
Frances Pepe
Nicholas Petersante
Rosemary Petersante
June B. Phillipo
Beverly A. Rogers
Margaret A. Rogers
Gail B. Rowe
Alma Sahagian
Sahag Sahagian
Linda M. Shine
Alice J. Tomasetti
Jean M. Vacca
Elizabeth A. Vail
Karen A. White
Kathleen Zaniboni
Sharon A. Zaniboni

P R E C I N C T I I
E L E C T I O N O F F I C E R S 1 9 9 1
(appointed)

Maxine Juliano, Warden
Patricia Richardson, Deputy Warden

INSPECTORS:

Alberta M. Mulhall
Suzanne P. Day
Rita J. McCarthy
Jean Scott Conti
Gina C. Pensalfini
Jill L. Brennan
Donna L. McDaniel
Catherine D. Alsterlund

TELLERS:

Mary Aghjayan
Joan A. Barry
Elaine W. Beals
Marguerite J. Clifford
Dorothy A. Cronin
Janet S. Denapoli
Robin A. Denman
Barbara H. Dorr
Pamela A. Doucet
Patricia B. Doyle
Joan I. Ellsworth
Maureen T. Ferris
Alice Brenda Gaffney
Janet R. Gorham
Madeline L. Gracia
Margaret M. Harding
Kathryn M. Henderson
Linda C. Hubley
Arlene M. Johnson
Dorothy D. Johnson
Robert P. Juliano
Rae T. Kay
Ann Marie Kelly
Jacqueline J. Lambert
Barbara J. Lamy
Maryann T. Lamy
Jean M. Lesieur
Marguerite L. Lisk
Anne M. Maguire
Maryann Mahoney
Paula S. Martin
Marjorie A. McAuliffe

Gloria M. Aspesi, Clerk
Marguerite R. Aspesi, Deputy Clerk

INSPECTORS:

Mary T. Carr
James B. Denman
Lois W. Denman
Joan H. Ferri
Cheryl A. McAuliffe
Nancy F. Gill
Jean L. McCarthy
Carol E. Mahoney
Eleanor E. MacLauchlan
Mary T. Quinn

TELLERS:

Sally A. McHugh
Justine S. McMeen
Mary E. Matthews
Elizabeth A. Meyer
Mary E. Mooney
Barbara L. Mullins
Delia A. Mulvaney
Janice E. Norcross
Marion C. O'Neill
Cyd C. Ostrovsky
Joanne T. Perkins
Mary T. Peterson
Loretta Prior
Mary Purcell
Susan M. Ricci
Rowena E. Robertson
Mary Rourke
Sondra L. Rynning
Anne Sarkis
Mary M. Stacey
Virginia A. Stone
Janice L. Sturgeon
Paul L. Sullivan
Martha L. Templeman
George N. Thibeault
Helen M. Thibeault
Carole A. Walsh
Dorothy R. Walsh
Carmella E. Willoughby
Sheila C. Wilson
Elaine A. Yetman

REPORT OF THE TOWN CLERK

ANNUAL TOWN MEETING
Monday, April 8, 1991

At the Annual Town Meeting duly called and held in the A. S. Woodward Memorial School, Southborough, MA on Monday, April 8, 1991 at 7:00 P.M., the following Articles were voted upon in a legal manner. There was a quorum present, (150 Voters = quorum, (330) Voters were present).

Checkers: Janet M. E. Mattioli, Lidia A. Kiley
Susanne S. Dumont, Lois W. Denman

The Meeting was called to order at (7:43 P.M.) by Town Moderator, John H. Wilson.

The following Tellers were appointed by Moderator Wilson and sworn-in by Town Clerk, Paul J. Berry:

Michael Burnham	11 Clemmons Street
Robert O. Bigelow	15 Granuaile Road
Richard E. Falconi	14 Newton Street
Donna M. McDaniel	24 Richards Road

A moment of silence was observed in memory of those people that have served the Town in the past, Beatrice A. Brock, Howard E. Truesdale, John M. Weir, Wilfred J. Turenne and Edward Maguire.

Moderator Wilson had requests from the following non-voters to attend the Annual Town Meeting:

Dennis DiSalvo, Superintendent of Southborough Schools.
Gregory Luloff, 1 Foley Drive, Southborough, MA.
Chad Janko, 48 Breakneck Hill Road, Southborough, MA, Youth Commission.
Glenda Hazard, Southboro Villager.
Perry Davis, Assistant Superintendent of Schools.
Laurie Sugarman-Whittier, Co-Director, Youth Commission, Framingham, MA.
Carol Hajian, Middlesex News.
Ellen B. Piontek, Southborough Youth Commission, Holliston, MA.

There being no objections from the floor, it was voted to allow the above non-voters to remain.

The boundaries of the hall were outlined by the Moderator to include all of the floor area with the exception of the bleachers on the left side of the room. These bleachers were for the non-registered (non-voting) public.

Moderator Wilson noted the receipt of the return of the Posting of the Warrant for the Town Meeting by the Constable.

It was voted Unanimously to waive the reading of the Warrant.

Moderator Wilson introduced and welcomed six visiting District Governors from Turkey who have been sent by the Turkish Government to learn English and to learn about the United States methods of Government especially at the local level. These District Governors request permission to attend the Southborough Town Meeting as visitors and observers. Their names are Mr. Kuzbeci, group leader, Mr. Avci, Mr. Cakacak, Mr. Catmadine, Mr. Basibos, and Mr. Yaman.

ARTICLE 1: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

Selectman William D. Baker spoke on behalf of the Board of Selectmen. Advisory Committee Chairman Carl Kooyoomjian read his report. Leslie W. Tuttle, Chr. of the School Building Study Committee presented their report.

VOTED UNANIMOUSLY: To accept the reports of the various Town Officers and Committees as read.

ARTICLE 2: To see if the Town will vote to fix for the fiscal year beginning July 1, 1991 and ending June 30, 1992, the annual salary and compensation of elective officers of the Town as provided by Section 108 of Chapter 41 of the General Laws, as amended:

Moderator	25.00	Board of Health (3)	450.00
Town Clerk	10,000.00	Water Commissioners (3)	450.00
Selectmen (3)	3,000.00	Cemetery Commissioners (3)	150.00
Assessors (3)	1,500.00	Tree Warden	25.00
School Committee (5)	500.00		

, or do or act anything in relation thereto.

MOTION MADE: That the Town amend Article 2 by reducing the annual salary and compensation of elective officers by \$483.00 and raise and appropriate \$15,617.00 for the fiscal year beginning July 1, 1991 and ending June 30, 1992, the annual salary and compensation of elective officers of the Town as provided by Section 108 of Chapter 41 of the General Laws as amended:

Moderator	24.00	Board of Health (3)	437.00
Town Clerk	9,700.00	Water Commissioners (3)	437.00
Selectmen (3)	2,910.00	Cemetery Commissioners (3)	145.00
Assessors (3)	1,455.00	Tree Warden	24.00
School Committee (5)	485.00		

MOTION: (as stated above) PASSED BY MAJORITY VOTE.

ARTICLE 3: To see what disposition shall be made of the dog money, or do or act anything in relation thereto.

MOTION MADE: That the sum of \$2,081.82 as received from the licensing of dogs be used as part of the appropriation for the Southborough Public Library.

MOTION: (as stated above) PASSED BY MAJORITY VOTE.

ARTICLE 4: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School New England Regional Primate Research Center, Harvard Community Health Plan, L'Abri Fellowship, The New England Center for Autism, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

MOTION: (as stated in the words of the ARTICLE) VOTED UNANIMOUSLY.

ARTICLE 5: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 1991 in accordance with the provisions of General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17, or do or act anything in relation thereto.

MOTION: (as stated in the words of the ARTICLE) VOTED UNANIMOUSLY.

ARTICLE 6: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate a sum of money to be used for expenses incurred for Municipal Bonds or State House notes issued by the Town in the fiscal year beginning July 1, 1991 and ending June 30, 1992, or do or act anything in relation thereto.

MOTION MADE: To POSTPONE INDEFINITELY.

PASSED by MAJORITY VOTE: To POSTPONE INDEFINITELY.

ARTICLE 7: To hear the report of the Capital Budget Planning Committee, or do or act anything in relation thereto.

VOTED UNANIMOUSLY: To hear the report of the Capital Budget Planning Committee.

ARTICLE 8: To see if the Town will vote to delete Personnel Salary Administration Plan, Chapter 31 of the Code of the Town of Southborough, and insert in its place the following:

**SALARY ADMINISTRATION PLAN AND PERSONNEL BY-LAWS
OF THE TOWN OF SOUTHBOROUGH**

PREAMBLE

This by-law establishes a Salary Administration Plan for the Town of Southborough, which classifies the several position classifications in the Town services into groups, establishes salary schedules, establishes employee benefits and establishes a Personnel Board to administer the by-law and to represent the interest of both the taxpayers and the Town employees covered by the by-law.

The positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special, casual Civil Service or any other, other than those positions filled by popular election, those under the direction and control of the School Committee, and those encompassed in any officially recognized labor union and/or association, are hereby classified by titles in the groups listed in Schedule A, entitled "Classification Schedule", as set forth in Section 20 of the by-law.

The classification of positions which are subject to the Welfare Compensation Plan of the Commonwealth of Massachusetts and the schedule of rates therefor effective July 1, 1966 with subsequent amendments, if any, and the provisions of Section 47D of Chapter 31 of the General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS AND TERMS

As used in this by-law, the following words and phrases shall have the following meaning unless a different construction is clearly required by the context or by the laws of the Commonwealth:

"Administrative Authority", the elected or appointed official or board having jurisdiction over a function or activity.

"Anniversary year" is that year commencing on the first day of employment and termination 365 days thereafter.

"Base Pay", for the purposes of determining retirement credits and contributions for Town employees by the Town of Southborough.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester County Retirement Board and the by-laws of the Town of Southborough.

Contributions shall be made by the Town for:

1. Wages earned during the first eight (8) hours worked in any one day. No contributions shall be made for hours worked in excess of 40 hours per week.
2. Any lump sum bonus which is guaranteed as outlined in the Salary Administration Plan and the Personnel By-Laws of the Town and any collective bargaining agreement in force. Examples of lump sum bonuses are longevity pay and educational bonus.
3. Vacation pay except when paid in lieu of taking vacation.
4. Sick pay.
5. Holiday pay.

"Casual Position", a position calling for part-time employment, which service does not constitute continuous service; this service is rendered occasionally and without regularity according to the demand therefor.

"Civil Service Law", Chapter 31 of the General Laws of the Commonwealth as amended and all rules and regulations made thereunder; and any special law enacted by the General Court regulating the classification compensation and conditions of employment of officers and employees of the Town under Chapter 31.

"Class", a group of positions in the Town service sufficiently similar in respect to duties and responsibilities so that the same descriptive title may be used to designate each position allocated to the class, that the same qualifications shall be required of the incumbents, that the same tests of fitness may be used to choose qualified employees and that the same scale of compensation can be made to apply with equity.

"Classification Schedule", titles in Schedule A, B, C, and D of Section 22 of this by-law plus class specifications which are on file with the Personnel Board and which are hereby incorporated by reference.

"Compensation Grade", a range of salary or wage rates appearing in Schedule B, C, and D.

"Continuous Full-Time Service", employment requiring a predetermined minimum work period and uninterrupted except for authorized vacation leave, sick leave, bereavement leave, or other leave of absence.

"Continuous Employment", full-time or part-time employment uninterrupted except for authorized vacation leave, sick leave, bereavement leave, or other leave of absence.

"Department", a functional unit of Town government composed of one or more employees.

"Full-Time Employee", an employee retained in full-time employment.

"Full-Time Employment", employment for not less than 20 hours per week for fifty-two weeks per annum, minus legal holidays and authorized vacation leave, sick leave, bereavement leave, and other leaves of absence.

"Group", a group of classes appearing in Schedules A and D of Section 22.

"Increment", the dollar or percentage difference between step rates.

"Maximum Rate", the highest rate in a range which an employee normally is entitled to attain.

"Minimum Rate", the rate in a range which is normally the hiring rate of a new employee.

"Part-Time Employee", an employee working in part-time employment.

"Part-Time Employment", employment for less than full-time employment, as defined above.

"Personal Rate", a rate above the maximum rate applicable, authorized by the Personnel Board on an individual case basis, only to a designated employee.

"Position", an office or post of employment in the Town service with duties and responsibilities calling for the full-time or part-time employment of one person in the performance and exercise thereof, or more than one person sharing the same position.

"Position Class", same as "Class", (a class may include only one position, in which event it is defined as a "single position class").

"Promotion", a change from a position of lower class and compensation grade to a position with greater responsibilities in a higher class and compensation grade.

"Range", the dollar difference between minimum and maximum rates of the assigned grade.

"Rate", a sum of money designated as compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Schedule", Schedules B, C, D of Section 22.

"Single Rate", a rate for specific position class which is not in a designated range.

"Special Position", a position calling for part-time employment which, although constituting continuous employment, is not rendered during prescribed working hours, daily, weekly, or annually, but is rendered as required according to the demands for such service.

"Step Rate", rate in a range of compensation grade.

"Temporary Employee", (1) an employee retained in a temporary position as defined herein; (2) any employee holding a temporary appointment under Civil Service Law who does not also have permanent status thereunder.

"Temporary Position", or "Seasonal Position", any position in the Town service which requires or is likely to require the service of one incumbent for a period not exceeding six calendar months, either on a full-time or part-time basis.

"Town", the Town of Southborough.

SECTION 2. TITLES OF POSITIONS

No persons shall be appointed, employed or paid as an employee in any position subject to the provisions of the Salary Administration Plan and Personnel By-Laws under any title other than those of the Classification Schedule, or under any title other than that of the job, the duties of which are actually performed. The job title in the Classification Schedule of the Plan shall be the official title for all purposes having to do with the position and shall be used to designate the position in all payrolls, budget estimates and official reports, and in every other connection involving personnel and fiscal processes.

SECTION 3. NEW OR CHANGED POSITIONS

Before a new position is established, or the duties of an existing position are so changed that a new level or work demand exists and in effect a new position is created, upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new changed position and allocate it to its appropriate compensation grade and establish the rate change therefor.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to a classification in another compensation grade, either higher or lower, until the Personnel Board shall have determined such a reclassification will be consistent with the provisions of the Salary Administration Plan and Personnel By-Laws.

SECTION 5. JOB DESCRIPTIONS AND INTERPRETATIONS

The Personnel Board shall maintain written job descriptions of the position classes in the Classification Schedule of the Plan, each consisting of a statement describing the essential nature of the work and characteristics that distinguish the class from other classes. The heads of the departments shall be required to retain current job descriptions and to submit revisions to the Personnel Board after review by the Board of Selectmen or their designated appointee or the appropriate Commissioners or Trustees. The description for any class shall not limit what the duties or responsibilities of any position shall be, or to modify or in any way affect the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. WAGES

a. The weekly pay period shall begin at 12:01 a.m. Thursday and shall end at 12:00 a.m. the following Wednesday.

b. Employees in the clerical and operating groups shall be paid time and one-half hours worked in the excess of eight (8) in a calendar day and/or 40 hours in one calendar week, provided such hours of work have been authorized by the department head.

In addition, all service outside of out of turn of an employee's regularly scheduled tour of duty shall be at the overtime rate. If any employee is recalled to duty hereunder, he shall be paid at the overtime rate for all such time and shall be guaranteed a minimum of two (2) hours overtime recall pay.

c. Exempt employees who are paid a weekly salary, as opposed to those non-exempt employees who are paid an hourly wage, shall not be paid for those hours worked in excess of the regular scheduled work week.

d. The Salary Schedule of the Salary Administration Plan and Personnel By-Laws set forth as Schedules B, C, and D of Section 22 of this by-law, shall consist of the maximum and minimum salaries, in the Classification Schedule. The salary grade shall be the salary range for all position classes allocated to that grade.

SECTION 7. SALARY RATES ABOVE MAXIMUM

Any salary rate which is above the maximum rate for a job, as established by this Salary Administration Plan and Personnel By-Laws, shall be deemed to be a personal rate, and apply only to the incumbent. When such incumbent leaves the employment of the Town or is transferred to another job with a higher maximum rate than his/her personal rate or higher maximum rates are established, the personal rate shall disappear. No other employee assigned to, or hired for, such job shall advance beyond the maximum of the job.

SECTION 8. ADJUSTMENT POLICIES

a. Every employee subject to this plan and who is in continuous full-time service of the Town, computed from the date of his/her latest employment, shall be eligible annually for consideration of a merit increase advance to the next higher step rate, one year from the date of his/her latest increase. Such increase is not to exceed one step rate in any single twelve month period until the maximum of the position is obtained, subject to the approval of the department head, and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and the Personnel Board. An evaluation of the employee's performance must accompany a letter requesting a merit increase. Any employee denied such an increase has the right to appeal, in writing to the Personnel Board, which shall confer with the employee, the department head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter. All adjustments shall be approved, in advance, by the Personnel Board.

b. Regular part-time employees, for whose positions step rates are provided, shall be eligible for consideration for increases on the same basis as provided for full-time personnel in clause (a) of this section. Special, casual and other part-time personnel for whose positions there is a single rate shall not be eligible for step rate increases.

SECTION 9. TRANSFERS AND PROMOTIONS

a. When an employee is promoted to a job with a higher rate range, or rate of pay, he/she shall enter it at the rate recommended by the department head with the approval of the Personnel Board, but in no event at a rate in excess of the maximum for such job. The employee may also receive at the time a one step rate increase, provided the maximum for the job is not exceeded, if the department head recommends that qualifications and performance warrant it and the Personnel Board approves. If the department head should feel that there should be a trial period before recommending the promotional one step rate increase, on recommendation of the department head, the Personnel Board may approve such a deferred promotional increase at the conclusion of the trial period, not to exceed three (3) months.

b. If an employee is transferred to a job with a lower rate range, or rate of pay, he/she shall enter it at his/her own rate or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal to the Personnel Board and to be heard thereon, and the Personnel Board shall decide the matter.

SECTION 10. NEW PERSONNEL

a. Physical examination required of all employees before being hired.

b. The hiring rate shall be the minimum of the rate range of the job for which the new employee is hired, unless otherwise authorized by the Personnel Board. Department heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.

c. For new regular full-time and new regular part-time personnel for whose positions there is a rate range and step rates, the first six months of employment shall be a probationary period at the end of which the employee may advance one step rate, provided that the department head and the Personnel Board decide his/her performance warrants it. The employer shall thereafter be reviewed for a step rate increase one year from the date of his/her latest increase. This probationary step rate increase shall apply only at the start of employment and shall not apply in case of transfer or promotion from one job to another.

SECTION 11. DEPARTMENT BUDGETS

Each department head shall include in the annual budget a pay adjustment section to provide funds for anticipated pay adjustment during the ensuing year, expenditures to be made therefrom only in accordance with the Salary Administration Plan and Personnel By-Laws with the approval of the Personnel Board.

SECTION 12. EMPLOYEE BENEFITS

Employee benefits, such as holiday and vacation with pay, sick leave and other such matters, are a cost item to the Town and a form of "indirect pay", and included in the coverage of the Salary Administration Plan and Personnel By-Laws, both those included in the Plan at its adoption and any other which may be included in the future.

a. Holidays with Pay

Each eligible employee shall receive one day's pay at his/her regular straight time rate for the following holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Christmas
Independence Day	

To be eligible for holiday pay, an employee must work both his/her regular scheduled day preceding and his/her regular scheduled day following the holiday, or be excused from work pursuant to the provisions for absences with pay listed in the next section.

An employee whose regular day off falls on a holiday may elect to have one day off with pay in the following week in lieu of holiday pay, providing the choice of day is approved by the Department Head.

Details as to administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Regular full-time employees who have been in the continuous employ of the Town, as such, shall be paid their regular week's pay or portion thereof as vacation pay in accordance with the following schedule:

1 year	10 days	(may take five days after six months - not to exceed ten days in first year)
5 years	15 days	
10 years	20 days	
20 years	25 days	

(2) Vacations shall be granted by department heads at such time as, in their opinion, will cause least interference with the performance of the regular work of the departments. Vacations must be taken in the anniversary year in which they are due and shall not accumulate from year to year.

(3) If, in the opinion of the department head, there are unusual circumstances which warrant it, an employee may, upon request, continue at work and receive vacation pay in lieu of his/her vacation.

(4) In the event of termination of employment, which is caused through no fault of the employee, or by reason of retirement, the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation prorated on the basis of service since the employee's preceding vacation. In the event of the death of any employee, any accumulated vacation pay shall be paid to his/her estate.

(5) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) All regular full-time employees shall be entitled to ten (10) days sick leave per year, cumulative to a maximum of 165 days. Pay for each day of sick leave shall be at the rate of a regular day's pay. Absences on account of sickness in excess of that authorized may, at the discretion of the department head and the Personnel Board, be charged to vacation leave. Sick leave shall be payable only in cases of bona fide illness, non-work-connected accident, or work-connected accidents not covered by Massachusetts General Laws annotated Chapter 152 (Workers' Compensation). At retirement, the Town will pay to the employee for that portion of sick time that exceeds 100 days, 50% of the total.

(2) Employees who because of sickness or a non-work-connected accident are absent for a period of more than two (2) days shall be required to present a doctor's certificate to their department head stating reason and period of time the employee will be absent from work. The above section is not to be construed by an employee or department head for time off for any sickness caused by over-indulgence in alcohol or narcotics or by his or her misconduct.

(3) Details as to sick leave administrative policies and practices shall be as prepared and established under the direction of the Personnel Board.

d. Personal Days

For every five sick days not taken during the previous fiscal year, the employee shall be granted one personal day to be scheduled at the discretion of the supervisor. Personal days cannot be carried over into the following fiscal year - and, in any case, cannot exceed three days per fiscal year.

e. Workers' Compensation

Present practices now followed by the Town-related Workers' Compensation shall continue unchanged.

f. Military Leave

An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve month period and shall not include payment to members of the National Guard who may be mobilized during an emergency in the Commonwealth.

g. Jury Duty

If an employee is called to jury duty, he/she shall receive an amount equal to the difference between his/her normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

h. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is with authorization of the department head:

(1) Bereavement leave - In the event of the death of a spouse, father, mother, children, father-in-law, mother-in-law, brother or sister, or of any person residing with the family of an employee, such employee shall be entitled to receive three (3) days leave for the purpose of the funeral arrangements and burial of said deceased. In the event that travel is required out of state, the department head in his or her discretion may authorize two (2) additional days of travel time.

(2) Inoculation required by Municipal Employer.

(3) Red Cross blood donation authorized by the Department.

(4) Medical examinations required by employer.

(5) Attendance at educational programs required or authorized by Town or Department.

i. Court Time Pay

An employee on duty at night or on vacation, furlough or day off, who attends as a witness or other capacity in the performance of his/her duty or in behalf of the Commonwealth or the Town in any criminal case pending in any Court or before any official governmental board or agency shall be entitled to overtime compensation for every hour or fraction thereof during which he/she was in such attendance or appearance, but in no event less than three (3) hours of such overtime pay.

j. Educational Increment

All full-time employees subject to the provisions of the Salary Administration Plan and Personnel By-Laws who have earned credits leading to a degree while an employee of the Town in a field applicable to their position as determined by the department head, and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and the Personnel Board, in a degree granting program from an accredited college or university, shall receive a one-time bonus, according to the following schedule:

Associates Degree.....	\$ 800.00
Bachelors Degree.....	\$1,200.00
Masters Degree.....	\$1,500.00

A copy of the completed transcript or diploma of other appropriate evidence of the completed degree must be presented to the department head and a copy to the Board of Selectmen who shall maintain complete and ongoing records for participants.

k. Tuition Reimbursement

(1) That the course is accredited and pertains to the employee's specific job or position. Such information shall be presented to the department head, in writing, prior to enrollment in the course.

(2) That the department head, and the Board of Selectmen or their designated appointee, or the appropriate commissioners or trustees and the Personnel Board, approves of the commitment of Town funds prior to registration by the employee, or the employee assumes responsibility for payment.

(3) That an approved purchase order is issued prior to registration by the employee.

(4) That the employee attains a grade for the course of "C" or better and presents written verification of such grade to the department head.

l. Maternity Leave

(1) A female employee who has completed the initial probationary period of six months, who is absent from such employment for a period not exceeding twelve weeks for the purpose of giving birth, said period to be hereinafter called maternity leave, and who shall give at least two weeks' notice to her department head or supervisor of departure and intention to return, shall be restored to her previous, or a similar position, with the same status pay, length of service credit and seniority, where applicable, and other employment benefits for which she was eligible on the date her leave commenced.

(2) Accrued sick leave benefits shall be provided for maternity leave purposes under the same terms and conditions which apply to other temporary medical disabilities.

(3) Such maternity leave shall not affect the employee's right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit benefits, plans or programs for which she was eligible at the date of her leave, and any other advantages or rights of her employment incidental to her employment position.

m. Group Insurance

The Town will contribute fifty percent (50%) towards the indemnity plan and 50% towards the Health Maintenance Organization plan.

SECTION 13. LEAVE OF ABSENCE

a. Leave of absence for valid reasons may be granted by a department head, but shall be without compensation.

b. Leaves of absence of over three months' duration, except military leave, shall be considered a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months has been authorized by the Personnel Board.

SECTION 14. TRANSITIONS BETWEEN FULL-TIME AND PART-TIME STATUS

a. A part-time employee shall be eligible for full-time (employee) status when the employee has worked over 20 hours a week for a period of at least three consecutive months. This status change requires prior approval by the appropriate department head.

b. A full-time employee whose hours of employment total less than 20 hours per week, exclusive of legal holidays and authorized vacation leave, sick leave, bereavement leave and other authorized leaves of absence for a period of more than three consecutive months shall be considered to be a part-time employee.

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan and Personnel By-Laws, said Board to be appointed by the Moderator, consisting of five voters other than employees of the Town or those regularly serving the Town in any elective or appointive capacity. They shall serve without compensation.

b. Future appointments shall be for three years. Any vacancies shall be filled by the Moderator. All members shall continue to hold office until their successors have been appointed and qualified. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds thereof.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and Personnel By-Laws and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Board shall meet annually in July and organize by the choice of a Chairman and Clerk. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan and Personnel By-Laws.

c. The Personnel Board shall have maintained records of all employees subject to this Plan, included therein such information as it deems desirable, such records are to be kept by the Town Accountant, under the direction of the Board. Department heads shall furnish such

information as shall be requested by the Board. The Town Accountant shall also check on matters covered by the Plan and shall bring any deviations to the attention of the Board prior to payment.

d. The Personnel Board, from time to time, shall review the Salary Schedule and administration policies of the Salary Administration Plan and Personnel By-Laws. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next annual Town meeting.

e. On or before February 15 of each year the Personnel Board shall vote an annual adjustment which amends the weekly salary schedule for the forthcoming year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting. Notwithstanding, the Personnel Board shall reserve the right to vote no adjustment as long as such determination is voted on or before February 15 of each year.

f. The Personnel Board shall, from time to time, review the Salary Schedule and administration policies of the Salary Administration Plan and Personnel By-Laws. It shall keep informed as to pay rates and policies outside the services of the Town, and shall recommend to the Town any action which it deems desirable to maintain a fair equitable pay level.

g. Matters that are sent to the Chairman and Clerk of the Personnel Board by registered mail must be brought before the Board at its next scheduled meeting. Failure of the board to vote to approve or disapprove requests within thirty (30) days of that meeting shall constitute approval of the request. In addition, notice in writing shall be forwarded to the concerned employee and respective department head within three (3) days of the Board's decision. Notwithstanding, if the Personnel Board shall so request and the concerned employee and his/her department head shall mutually agree, a reasonable extension of these time periods may be granted.

h. Upon recommendation of a department head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, said Board may authorize an entrance rate higher than the minimum rate for a position, and such other variances in the Salary Administration Plan and Personnel By-Laws as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees presently covered by this Plan shall have the right to request an appointment to confer with the Board on any matter which is of interest or concern to them and which is covered by the Salary Administration Plan and Personnel By-Laws. The employee shall notify the department head in writing in advance of his/her desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, he/she shall first discuss the matter with his/her department head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference, a satisfactory understanding and solution of the problem has not been reached, then either the department head or the employee may take the matter to the Board. The Board shall hear the parties not later than its next regular meeting. There shall be no discrimination or prejudice by a department head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan and Personnel By-Laws may be amended in the same manner in which Town by-laws may be amended; provided, however, that no amendment to the Plan shall be made until it has been presented by a signed petition addressed to and submitted to the Personnel Board, and acted upon by the Board. Upon receipt of such a written petition, the Board, after giving the petitioners, the heads of departments and employees affected at least one week's written notice, shall hold a hearing of the parties interested to consider the proposed amendment. If the Personnel Board shall approve of any such proposed amendment, it shall take the proper steps to bring the proposed amendment before the next annual Town meeting for its consideration and action. If the Personnel Board shall disapprove any such proposed amendment, and failure to act thereof within fifteen days after the hearing shall be deemed disapproved, the petition may then be presented to the next annual Town meeting for its consideration and action, if so desired. The Board of its own motion, after a similar hearing and/or conference with parties interested, may propose an amendment to the Plan.

SECTION 19. CIVIL SERVICE LAW

Nothing in this by-law, or in the Salary Administration Plan and Personnel By-Laws, shall be construed to conflict with Chapter 31 of the General Laws, which is the Chapter dealing with the Civil Service Law.

SECTION 20. SEPARABILITY PROVISION

In the event that any provision of this by-law, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to effect the validity of any other provision, or application thereof, of this by-law.

SECTION 21. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

The Board of Selectmen or the appropriate commissioners or trustees may appoint, where necessary, in the case of the absence of a Department Head for three (3) consecutive weeks, excluding vacation periods, an "Acting" Department Head.

These "Acting" employees shall be compensated at an additional step rate of 10% per week. Such pay shall be retroactive only upon the conclusion of three (3) consecutive weeks of service by the "Acting" Department Head.

While on "Acting" status, which should be no longer than three (3) months, an employee shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 22. POSITION CLASSES, SALARY, WAGE AND MISCELLANEOUS SCHEDULE

SCHEDULE A

CLASS	GRADE
Page, Library.....	3
Clerk, Library.....	5
Clerk, Recreation.....	5
Maintenance Custodian.....	5
Building Dept. Secretary (part time).....	7
Secretary I, Town Committee.....	8
Police Dispatcher (part time).....	8
Library Assistant.....	8
Reserve Police Officer (part time).....	9
Animal Control Officer.....	10
Administrative Secretary, Conservation Commission.....	10
Prevention Coordinator, Youth Commission.....	12
Tree Warden.....	12
Program Director, Recreation Commission.....	13
Cemetery Superintendent.....	13
Town Accountant.....	15
Agent, Board of Health.....	15
Youth Director, Youth Commission.....	15
Building Inspector.....	16
Assistant Assessor/Appraiser.....	16
Treasurer/Collector.....	16
Librarian.....	16
Water Superintendent.....	16
Town Planner.....	18
Highway Superintendent.....	18
Administrative Assistant.....	20
Police Chief.....	20
Fire Chief.....	20

SCHEDULE B

SALARY SCHEDULE

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
20	41,830	43,618	45,408	47,269	49,207	51,225
19	39,462	41,149	42,838	44,594	46,422	48,326
18	37,227	38,820	40,413	42,068	43,794	45,591
17	35,120	36,623	38,125	39,687	41,315	43,010
16	32,824	34,226	35,631	37,093	38,613	40,195
15	30,392	31,692	32,991	34,344	35,752	37,218
14	27,883	29,076	30,267	31,509	32,801	34,145
13	25,346	26,431	27,515	28,644	29,818	31,041
12	22,835	23,813	24,789	25,806	26,863	27,965
11	10.55	11.00	11.46	11.93	12.41	12.92
10	9.53	9.93	10.34	10.76	11.20	11.66
9	8.99	9.37	9.75	10.15	10.56	11.00
8	8.55	8.93	9.30	9.68	10.07	10.48
7	8.16	8.50	8.85	9.20	9.58	9.97
6	7.78	8.10	8.42	8.77	9.14	9.51
5	7.38	7.71	8.02	8.35	8.69	9.05
4	7.04	7.34	7.65	7.95	8.28	8.62
3	6.71	6.99	7.28	7.57	7.89	8.20

**Longevity Pay For Full-Time Continuous Employment
20 Hours or More**

After 5 years.....\$250 per annum
 After 10 years.....\$350 per annum
 After 15 years.....\$450 per annum

SCHEDULE C

MISCELLANEOUS PUBLIC SAFETY COMPENSATION (NOT COVERED BY COLLECTIVE BARGAINING)

<u>FIRE DEPARTMENT</u>	<u>Brush & Forest Fire</u> <u>Hourly</u>	<u>Annual Call Pay</u>
Call Deputy Fire Chief	14.46	\$1,744.55
Call Fire Captain	11.40	1,057.99
Call Fire Lieutenant	10.22	885.40
Call Fire Fighter 1	9.02	712.82
Call Fire Fighter 2	4.52	357.67

When a call fire fighter works in place of a permanent fire fighter he is reimbursed on an hourly basis equal to the first step of a permanent fire fighter.

SCHEDULE D

MISCELLANEOUS COMPENSATION SCHEDULE

General Group

Arts Center Director.....(Annual) 7,510.91
 Animal Inspector (P.T.).....(Annual) 467.71
 Civil Defense.....(Annual) 624.03
 Clerk, Board of Registrars (P.T.).....(Annual) 1,245.56
 Election Warden (P.T.).....(Hourly) 7.14
 Election Worker (P.T.).....(Hourly) 6.11
 Registrar of Voters (P.T.).....(Annual) 156.33
 Slaughtering Inspector (P.T.).....(Annual) 467.71
 Town Counsel (P.T.).....(Annual) (plus fees) 1,295.59
 Veterans' Agent and
 Director of Veterans' Services.....(Annual) 5,610.05 - 6,231.57 - 6,853.10 - 7,477.14
 Summer Program Assistant, Youth Commission.....(Hourly) 6.56
 Seasonal Laborer.....(Hourly) 5.24 - 5.40 - 5.54
 Library Page (P.T.).....(Hourly) 5.24 - 5.40 - 5.54
 Playground Supervisors.....(Hourly) 7.37 - 10.32
 Playground Aides.....(Hourly) 3.70
 Swimming Director.....(Hourly) 11.80 - 14.76
 Swimming Instructors.....(Hourly) 5.90 - 10.32
 Swimming Aide.....(Hourly) 3.70 - 5.90
 Tennis Coordinator.....(Annual) 368.92
 Tennis Instructor.....(Annual) 368.92
 Skating Aide.....(Hourly) 7.37
 Wiring Inspector.....(Annual) 8,753.97
 Sealer of Weights & Measures.....(Annual) 625.85

, or do or act anything in relation thereto.

MOTION: (as stated in the words of the ARTICLE) VOTED UNANIMOUSLY.

MOTION MADE: To move forward ARTICLE 35 before ARTICLE 9.

VOTED UNANIMOUSLY: To move forward ARTICLE 35 before ARTICLE 9.

ARTICLE 35: To see if the Town will vote to raise and appropriate, or transfer from any of its available funds and appropriate, the sum of \$5,000.00 for the purpose of establishing a fund to be used to pay for septage disposal and related costs incurred to the Town for which a third party is liable and for which the Town is entitled to be reimbursed, or do or act anything in relation thereto.

MOTION MADE: To raise and appropriate the sum of \$5,000.00 for the purpose of establishing a fund to be used to pay for septage disposal and related costs incurred to the Town for which a third party is liable and for which the Town is entitled to be reimbursed.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 9: To see if the Town will vote to raise a sum of money not to exceed the sum of \$10,624,036.00 as may be necessary, for the Town's use, and make appropriations of the same; or do or act anything in relation thereto.

MOTION MADE: That the Town raise a sum of money not to exceed the sum of \$10,624,036.00 as may be necessary, for the Town's use, and make appropriations of the same.

AMENDMENT TO MOTION MADE: To accept the budgets that are not in question.

PASSED by MAJORITY VOTE: To accept the budgets that are not in question.

*VOTED UNANIMOUSLY: That the Town raise a sum of money not to exceed the sum of \$10,624,036.00 as may be necessary, for the Town's use, and make appropriations of the same.

*(See Special Town Meeting held 7/16/91, Art. 1)

That the Town vote the sum of \$10,078,851.00 for the operation of the General Government as follows:

Transfer from the Cemetery Reserve \$25,000.00.

Transfer from Overlay Reserve \$50,000.00.

That the balance of \$10,003,851.00 be raised and appropriated, as follows:

GENERAL GOVERNMENT

BUDGET NAME

FY 1992 REQUEST

14 MODERATOR

700 Other charges

MODERATOR TOTAL

60.00

60.00

-2.00

*58.00

BUDGET NAME**FY 1992 REQUEST****Moderator (cont.)*****MOTION MADE:** To reduce the MODERATOR budget by \$2.00 to \$58.00.**MOTION:** (as stated above) PASSED by MAJORITY VOTE.**119 ADVISORY COMMITTEE**

700 Other Charges	135.00
ADVISORY COMMITTEE TOTAL	135.00

122 BOARD OF SELECTMEN

110 Salaries	126,452.00
100 Total Personal Services	126,452.00

304 Medical Exams	500.00
342 Legal Notices	1,200.00
200 Total Purchases of Services	1,700.00

710 Travel	500.00
730 Dues	1,560.00
731 Meetings	1,800.00
732 Subscriptions	1,140.00
733 Conferences/Schooling	1,300.00
734 Conference Registration	600.00
700 Other Charges and Expenses	6,900.00
BOARD OF SELECTMEN TOTAL	135,052.00
	-2,792.00
	*132,260.00

***MOTION MADE:** To reduce the BOARD OF SELECTMEN budget by \$2,792.00 to \$132,260.00.**MOTION:** (as stated above) VOTED UNANIMOUSLY.**135 TOWN ACCOUNTANT**

110 Salaries	42,025.00
100 Total Personal Services	42,025.00

302 Prof. Services	180.00
304 Medical Exams	
342 Legal Notices	0
240 Office Equip. Repair	0
200 Total Purchase of Services	180.00

420 Office Supplies	0
400 Total Supplies	0

700 Other Charges	560.00
800 Capital Outlay	0.00
TOWN ACCOUNTANT TOTAL	42,765.00

BUDGET NAMEFY 1992 REQUEST141 ASSESSORS

110 Salaries	80,878.00
100 Total Personal Services	80,878.00
304 Medical Exams	0
345 Advertising	0
581 Maps	1,500.00
582 Deeds & Plans	500.00
200 Total Purchase of Services	2,000.00
420 Office Supplies	400.00
400 Total Supplies	400.00
700 Other Charges	4,150.00
800 Capital Outlay	0.00
ASSESSORS TOTAL	87,428.00
	<u>-10,158.00</u>
	*77,270.00

~~MOTION~~ MADE: To reduce ASSESSORS budget by \$10,158.00 to \$77,270.00.

AMENDMENT to AMENDMENT MADE: To amend the funding Amendment by striking out \$77,270.00 and inserting the sum of \$84,805.00.

AMENDMENT to AMENDMENT: (as stated above) DEFEATED by MAJORITY VOTE.

PASSED by MAJORITY VOTE: To reduce ASSESSORS budget by \$10,158.00 to \$77,270.00.

MOTION MADE: To bring #632 YOUTH COMMISSION budget forward.

PASSED by MAJORITY VOTE: To bring #632 YOUTH COMMISSION budget forward.

632 YOUTH COMMISSION

110 Salaries	63,722.00
100 Total Personal Services	63,722.00
380 Contracted Services	2,266.00
200 Total Purchase of Services	2,266.00
420 Office Supplies	350.00
599 Service Supplies	0
400 Total Supplies	350.00
700 Other Charges	2,075.00
800 Capital Outlay	0
YOUTH COMMISSION TOTAL	<u>68,413.00</u>

BUDGET NAMEFY 1992 REQUESTYouth Commission (Cont.)

MOTION MADE: To approve the YOUTH COMMISSION budget at \$68,413.00.

Chad Janko and Gregory Luloff, students of Southborough Schools spoke on behalf of the YOUTH COMMISSION Budget.

MOTION MADE: To LIMIT DEBATE. (2/3 vote required).

VOTED UNANIMOUSLY: To LIMIT DEBATE.

VOTED UNANIMOUSLY: To approve the YOUTH COMMISSION budget at \$68,413.00.

145 TREASURER/COLLECTOR

110 Salaries	108,192.00
100 Total Personal Services	108,192.00
240 Office Equip. Repair	0
303 Tax Title Legal	200.00
342 Legal Notices	0
380 Contracted Services	3,000.00
381 Note Certification	200.00
382 Bank Service Chg.	11,000.00
200 Total Purchase of Services	14,400.00
420 Office Supplies	6,000.00
400 Total Supplies	6,000.00
700 Other Charges	3,400.00
800 Capital Outlay	200.00
TREASURER/COLLECTOR TOTAL	132,192.00
	<u>- 12,196.00</u>
	*119,996.00

***MOTION MADE:** To reduce the TREASURER/COLLECTOR budget by \$12,196.00 to \$119,996.00.

MOTION: (as stated above) PASSED by MAJORITY VOTE.

151 LEGAL

308 Legal Services	45,000.00
200 Total Purchase of Services	45,000.00
LEGAL TOTAL	45,000.00
	<u>- 9,000.00</u>
	*36,000.00

***MOTION MADE:** To reduce the LEGAL budget by \$9,000.00 to \$36,000.00.

MOTION: (as stated above) VOTED UNANIMOUSLY.

BUDGET NAMEFY 1992 REQUEST152 PERSONNEL BOARD

110 Salaries	1,146.00
100 Total Personal Services	1,146.00
700 Other Charges	20.00
PERSONNEL BOARD TOTAL	1,166.00
	- 35.00
	*1,131.00

***MOTION MADE:** To reduce the PERSONNEL BUDGET by \$35.00 to \$1,131.00.

MOTION: (as stated above) PASSED BY MAJORITY VOTE.

159 CENTRAL SERV./OPS SUPPORT

253 Computer Services	24,629.00
273 Postage Meter Rental	470.00
340 Printing	5,000.00
341 Telephone	8,600.00
344 Postage	13,000.00
380 Misc. Contracted Services	42,484.00
200 Total Purchase of Services	94,183.00
420 Office Supplies	5,200.00
421 Storage of Microfilm	1,000.00
422 Photocopying Supplies	2,500.00
510 Books	200.00
584 Computer Supplies	3,905.00
400 Total Supplies	12,805.00
782 Miscellaneous	500.00
700 Total Other Charges & Exp.	500.00
850 New Equipment	0
854 Computer Equipment	0
800 Capital Outlay	0
CENTRAL SERV.OPS SUPPORT TOTAL	107,488.00
	- 7,100.00
	*100,388.00

***MOTION MADE:** To reduce the CENTRAL SERVICES budget by \$7,100.00 to \$100,388.00.

MOTION: (as stated above) VOTED UNANIMOUSLY.

161 TOWN CLERK

110 Salaries	24,978.00
100 Total Personal Services	24,978.00

BUDGET NAMEFY 1992 REQUESTTown Clerk (cont.)

240 Equipment Repair	0
304 Medical Exams	0
346 Report of Vital Statistics	180.00
421 Storage of Microfilm	75.00
583 Dog Licenses	500.00
200 Total Purchase of Services	755.00
420 Office Supplies	300.00
400 Total Supplies	300.00
700 Other Charges	860.00
800 Capital Outlay	60.00
TOWN CLERK TOTAL	26,953.00
	<u>- 3,564.00</u>
	*23,389.00

*MOTION MADE: To reduce the TOWN CLERK budget by \$3,564.00 to \$23,389.00.

MOTION: (as stated above) VOTED UNANIMOUSLY.

162 ELECTIONS & REGISTRATION

110 Salaries	32,127.00
100 Total Personal Services	32,127.00
240 Equipment Repair	75.00
343 Street Listings	4,400.00
580 Town Meeting Expenses	800.00
200 Total Purchase of Services	5,275.00
420 Office Supplies	800.00
400 Total Supplies	800.00
700 Other Charges	1,538.00
800 Capital Outlay	0
ELECTIONS & REG. TOTAL	39,740.00
	<u>-11,840.00</u>
	*27,900.00

*MOTION MADE: To reduce the ELECTIONS & REGISTRATION budget by \$11,840.00 to \$27,900.00.

AMENDMENT TO AMENDMENT MADE: To Amend the "ELECTIONS & REGISTRATION" budget for FY 1992 to read \$35,740.00.

DEFEATED by MAJORITY VOTE: To Amend the "ELECTIONS & REGISTRATION" budget for FY 1992 to read \$35,740.00.

BUDGET NAMEFY 1992 REQUESTElections & Registration (Cont.)

PASSED by MAJORITY VOTE: To reduce the ELECTIONS & REGISTRATION budget by \$11,840.00 to \$27,900.00.

171 CONSERVATION COMMISSION

110 Salaries	8,480.00
100 Total Personal Services	8,480.00
245 Equipment Repairs	0
247 Grounds Maintenance	0
274 P. O. Box Rental	7.00
344 Postage	0
380 Misc. Contracted Ser.	0
200 Total Purchase of Services	7.00
420 Office Supplies	100.00
400 Total Supplies	100.00
700 Other Charges	675.00
800 Capital Outlay	0
CONSERVATION COMMISSION TOTAL	9,262.00
	<u>-2,656.00</u>
	*6,606.00

*MOTION MADE: To reduce the CONSERVATION COMMISSION budget by \$2,656.00 to \$6,606.00.

MOTION: (as stated above) VOTED UNANIMOUSLY.

175 PLANNING BOARD

110 Salaries	53,258.00
100 Total Personal Services	53,258.00
304 Medical Exams	0
340 Printing Services	0
342 Legal Notices	100.00
380 Contracted Services	0
200 Total Purchase of Services	100.00
420 Office Supplies	50.00
400 Total Supplies	50.00
700 Other Charges	140.00
800 Capital Outlay	0
PLANNING BOARD TOTAL	53,548.00
	<u>- 4,846.00</u>
	*48,702.00

*MOTION MADE: To reduce the PLANNING BOARD budget by \$4,846.00 to \$48,702.00.

AMENDMENT to AMENDMENT MADE: To reduce the PLANNING BOARD budget by \$46,846.00 to \$6,702.00.

BUDGET NAMEFY 1992 REQUESTPlanning Board (cont.)

MOTION MADE: To LIMIT DEBATE. (2/3 vote required)

VOTED UNANIMOUSLY: To LIMIT DEBATE.

AMENDMENT to AMENDMENT: DEFEATED by MAJORITY VOTE to reduce the PLANNING BOARD budget by \$46,846.00 to \$6,702.00.

PASSED by MAJORITY VOTE: To reduce the PLANNING BOARD budget by \$4,846.00 to \$48,702.00.

192 TOWN BUILDINGS & GROUNDS

210 Electricity	10,104.00
212 Heat	6,000.00
230 Water	391.00
244 Building Maint. & Repair	8,000.00
247 Grounds Maintenance	2,000.00
200 Total Purchase of Services	26,495.00
481 Gasoline	35,300.00
400 Total Supplies	35,300.00
TOWN BUILDING & GRDS TOTAL	61,795.00

PUBLIC SAFETY

210 POLICE DEPARTMENT

110 Salaries	586,738.00
190 Employee Allowance	9,000.00
100 Total Personal Services	595,738.00
210 Electricity	3,900.00
211 Heat & Oil	4,000.00
230 Water	180.00
241 Vehicle Maint. & Repair	3,500.00
242 Radio Repair	2,200.00
243 Service Equipment	2,200.00
244 Building Maint. & Rep.	3,000.00
304 Medical Exams	350.00
341 Telephone	5,000.00
342 Legal Notices	100.00
344 Postage	450.00
200 Total Purchase of Services	24,880.00
599 Service Supplies	1,200.00
500 Total Supplies	1,200.00
700 Other Charges	7,350.00
800 Capital Outlay	4,000.00
POLICE DEPARTMENT TOTAL	633,168.00
	- 27,000.00
	* 606,168.00

BUDGET NAMEFY 1992 REQUESTPolice Department (cont.)

~~MOTION~~ MADE: To reduce the POLICE DEPT. budget by \$27,000.00 to \$606,168.00.

MOTION: (as stated above) VOTED UNANIMOUSLY.

220 FIRE DEPARTMENT

110 Salaries	410,308.00
190 Employee Allowance	5,000.00
100 Total Personal Services	415,308.00
210 Electricity	6,000.00
211 Heat & Oil	2,800.00
230 Water	220.00
241 Vehicle Maintenance & Rep	4,500.00
243 Service Equipment	3,000.00
244 Building Maintenance & Rep	2,000.00
341 Telephone	4,000.00
200 Total Purchase of Services	22,520.00
420 Office Supplies	800.00
480 Grease & Oil	200.00
599 Service Supplies	2,500.00
400 Total Supplies	3,500.00
700 Other Charges	2,900.00
800 Capital Outlay	2,000.00
FIRE DEPARTMENT TOTAL	446,228.00
	- 22,800.00
	* 423,428.00

~~MOTION~~ MADE: To reduce the FIRE DEPT. budget by \$22,800.00 to \$423,428.00.

MOTION MADE: To LIMIT DEBATE. (2/3 vote required)
VOTED UNANIMOUSLY: To LIMIT DEBATE.

PASSED BY MAJORITY VOTE: To reduce the FIRE DEPT. budget by \$22,800.00 to \$423,428.00.

MOTION MADE: To suspend the rules to ADJOURN THE ANNUAL TOWN MEETING after 11:00 P.M.

MOTION: (as stated above) VOTED UNANIMOUSLY.

At 11:31 p.m. on Monday, April 8, 1991 it was MOVED and UNANIMOUSLY VOTED to ADJOURN the April 8, 1991 Annual Town Meeting to Tuesday, April 9, 1991 at 7:30 P.M.

A true copy:

Attest: PAUL J. BERRY, TOWN CLERK

April 8, 1991
ADJOURNED SESSION
April 9, 1991

At the Adjourned Annual Town Meeting duly called and held in the A. S. Woodward Memorial School, Southborough, MA on Tuesday, April 9, 1991 at 7:30 P.M. the following Articles were voted upon in a legal manner. There was a quorum present. (150 Voters = quorum (239) voters were present).

Checkers: Janet M. E. Mattioli Lidia A. Kiley
Susanne S. Dumont Lois W. Denman

The Meeting was called to order at (7:55 P.M.) by Town Moderator, John H. Wilson.

The following Tellers were appointed by Moderator Wilson and sworn-in by Town Clerk, Paul J. Berry:

Michael Burnham	11 Clemmons Street
Donna McDaniel	24 Richards Road
Richard Falconi	14 Newton Street
Mark W. Davis	13 Skylar Drive

Moderator Wilson had requests from the following non-voters to attend the Adjourned Session of the Annual Town Meeting:

Laurie Sugarman-Whittier, Framingham, MA, Co-Director, Youth Commission
Glenda Hazard, Reporter, Southboro Villager.

There being no objections from the floor, it was voted to allow the above non-voters to remain.

The boundaries of the Hall were outlined by the Moderator to include all of the floor area with the exception of the bleachers on the left side of the room. These bleachers were for the non-registered (non-voting) public.

Moderator Wilson noted the receipt of the return of the Posting of the Warrant for this Adjourned Session of the Annual Town Meeting by the Constable.

It was Voted Unanimously to waive the reading of the Warrant.

<u>BUDGET NAME</u>	<u>FY 1992 REQUEST</u>
<u>241 BUILDING DEPARTMENT</u>	
110 Salaries	45,561.00
100 Total Personal Services	45,561.00
380 Contracted Services	0
200 Total Purchase of Services	0
410 Office Supplies	0
530 Building Supplies	250.00
400 Total Supplies	250.00

BUDGET NAMEFY 1992 REQUESTBuilding Department (cont.)

700 Other Charges	3,930.00
800 Capital Outlay	0
BUILDING DEPARTMENT TOTAL	49,741.00
	-2,098.00
	*47,643.00

* MOTION MADE: To reduce the BUILDING DEPT. budget by \$2,098.00 to \$47,643.00.

VOTED UNANIMOUSLY: To reduce the BUILDING DEPT. budget by \$2,098.00 to \$47,643.00.

243 PLUMBING INSPECTOR

110 Salaries	6,000.00
100 Total Personal Services	6,000.00

MOTION MADE: To approve the PLUMBING INSPECTOR budget at \$6,000.00.

MOTION: (as stated above) VOTED UNANIMOUSLY.

245 WIRING INSPECTOR

110 Salaries	8,753.00
100 Total Personal Services	8,753.00

MOTION MADE: To approve the WIRING INSPECTOR budget at \$8,753.00.

MOTION: (as stated above) VOTED UNANIMOUSLY.

247 ANIMAL INSPECTOR

110 Salaries	467.00
100 Total Personal Services	467.00

420 Office Supplies	10.00
400 Total Purchase of Supplies	10.00

700 Other Charges	0
ANIMAL INSPECTOR TOTAL	477.00

248 INSECT/PEST CONTROL

110 Salaries	9,624.00
100 Total Personal Services	9,624.00

245 Equipment Repairs	500.00
306 Pest Control Services	7,000.00
200 Total Purchase of Services	7,500.00

400 Service Supplies	500.00
400 Total Supplies	500.00

BUDGET NAMEFY 1992 REQUESTInsect/Pest Control (Cont.)

800 Capital Outlay	500.00
INSECT/PEST CONTROL TOTAL	18,124.00
	-15,624.00
	* 2,500.00

MOTION MADE: To reduce the INSECT PEST CONTROL budget by \$18,124.00 to \$0.

MOTION MADE TO AMEND: To increase INSECT PEST CONTROL budget to \$16,624.00.

DEFEATED by MAJORITY VOTE: To increase INSECT PEST CONTROL budget to \$16,624.00.

MOTION MADE TO AMEND: To fund the INSECT/PEST CONTROL budget to \$2,500.00.

PASSED by MAJORITY VOTE: To fund the INSECT/PEST CONTROL budget to \$2,500.00.

291 CIVIL DEFENSE

110 Salaries	710.00
100 Total Personal Services	710.00
245 Equipment Repairs	200.00
341 Telephone	400.00
200 Total Purchase of Services	600.00
700 Other Charges	0
800 Capital Outlay	522.00
CIVIL DEFENSE TOTAL	1,832.00

292 ANIMAL CONTROL OFFICER

110 Salaries	21,470.00
100 Total Personal Services	21,470.00
270 Facility Rental	3,000.00
341 Telephone	25.00
383 Care & Destruction	100.00
200 Total Purchase of Services	3,125.00
420 Office Supplies	100.00
599 Service Supplies	0
400 Total Supplies	100.00
700 Other Charges	882.00
800 Capital Outlay	0
ANIMAL CONTROL OFFICER TOTAL	25,577.00

BUDGET NAMEFY 1992 REQUEST294 TREE WARDEN

110 Salaries	12,247.00
190 Employee Allowance	200.00
100 Total Personal Services	12,447.00
245 Equipment Repairs	500.00
305 Tree Experts	8,000.00
345 Advertising	0
200 Total Purchase of Services	8,500.00
400 Service Supplies	500.00
400 Total Supplies	500.00
700 Other Charges	560.00
800 Capital Outlay	1,000.00
TREE WARDEN TOTAL	23,007.00
	- 2,757.00
	*20,250.00

MOTION MADE: To reduce the TREE WARDEN budget by \$257.00 to \$22,750.00.

***MOTION MADE TO AMEND:** The TREE WARDEN BUDGET to \$20,250.00.

PASSED by MAJORITY VOTE: The TREE WARDEN BUDGET to \$20,250.00.

CHALLENGE from the floor on the above VOICE VOTE taken. (2/3 vote required)

HAND COUNT VOTE TAKEN as follows: YES: 115 NO: 66.

***PASSED by MAJORITY VOTE:** The TREE WARDEN BUDGET to \$20,250.00.

420 HIGHWAY DEPARTMENT

110 Salaries	333,449.00
190 Employee Allowance	4,700.00
100 Total Personal Services	338,149.00
210 Electricity	5,600.00
211 Heat & Oil	4,000.00
230 Water	700.00
242 Radio Repair	500.00
243 Service Equipment	0
244 Building Maint. & Repair	5,000.00
245 Equipment Repairs	4,000.00
246 Traffic Signal Maintenance	1,000.00
271 Equipment Rental	2,000.00
272 Equipment Lease Purchase	0
290 Weather Service	12,000.00
292 Rubbish Removal	0
293 Refuse Disposal	110,000.00
341 Telephone	2,100.00

BUDGET NAMEFY 1992 REQUESTHighway Department (cont.)

342 Legal Notices	300.00
344 Postage	50.00
345 Advertising	50.00
200 Total Purchase of Services	147,300.00
420 Office Supplies	800.00
480 Grease & Oil	1,500.00
490 Meals, Snow	300.00
529 Parts - Other Depts.	
531 Highway Paint	7,100.00
532 Parts	21,000.00
533 Garage Equipment	2,000.00
534 Gravel, Stone & Fill	1,500.00
535 Salt	28,000.00
536 Sand	13,000.00
537 Bituminous	3,500.00
538 Signs	2,500.00
539 Drainage Material	3,500.00
540 Guard Rail	2,500.00
541 Small Tools	1,500.00
542 DPW Service Supplies	3,500.00
400 Total Supplies	92,200.00
700 Other Charges	1,600.00
841 Maintain Town Roads	0
851 Construction Equipment	2,500.00
852 Radio Purchase	5,000.00
800 Total Capital Outlay	7,500.00
HIGHWAY DEPARTMENT TOTAL	586,749.00
	- 45,603.00
	*541,146.00

MOTION MADE: To reduce the HIGHWAY DEPT. budget by \$45,603.00 to \$541,146.00.

MOTION MADE TO AMEND: To reduce the HIGHWAY DEPT. budget by \$25,000.00 to \$561,749.00.

DEFEATED by MAJORITY VOTE: To reduce the HIGHWAY DEPT. budget by \$25,000.00 to \$561,749.00.

MOTION MADE to LIMIT DEBATE: (2/3 vote required)
VOTED UNANIMOUSLY: To LIMIT DEBATE.

*PASSED by MAJORITY VOTE: To reduce the HIGHWAY DEPT. budget by \$45,603.00 to \$541,146.00.

BUDGET NAMEFY 1992 REQUEST424 STREET LIGHTS

210 Electricity-street lights	102,942.00
200 Total Purchase of Services	102,942.00
424 STREET LIGHTS TOTAL	102,942.00
	- 6,942.00
	* 96,000.00

~~MOTION MADE:~~ To reduce the STREET LIGHTS budget by \$6,942.00 to \$96,000.00.

VOTED UNANIMOUSLY: To reduce the STREET LIGHTS budget by \$6,942.00 to \$96,000.00.

451 WATER DEPARTMENT

110 Salaries	211,511.00
190 Employee Allowance	2,800.00
Pension	14,934.00
Work Comp.	14,327.00
Employee Insurance	25,540.00
100 Total Personal Services	269,112.00
210 Electricity	32,809.00
211 Heat	1,300.00
241 Vehicle Maint. & Repair	3,000.00
242 Radio Repair	700.00
244 Building Maint. & Repair	3,500.00
249 Small Engine Repairs	200.00
250 Meter Repairs	1,000.00
251 Hydrant Repairs	3,500.00
252 Compressor Repairs	300.00
271 Equipment Rental	300.00
295 Service Connection	4,000.00
296 MDC Payment	101,000.00
297 Snow Removal Not by Emp	0
304 Medical Exams	0
341 Telephone	2,672.00
342 Legal Notices	150.00
344 Postage	2,032.00
345 Advertising	200.00
380 Misc Contracted Services	8,000.00
200 Total Purchase of Services	164,663.00
410 Propane	2,200.00
420 Office Supplies	2,000.00
541 Small Tools	800.00
543 Pipes & Fittings	5,000.00
544 Meters & Fittings	4,500.00
545 Stat Supplies/Pumping Stat	7,800.00
400 Total Supplies	22,300.00

BUDGET NAMEFY 1992 REQUESTWater Department (cont.)

700 Other Charges	2,575.00
800 Capital Outlay	3,000.00
WATER DEPARTMENT TOTAL	461,650.00
	- 5,650.00
	*456,000.00

***MOTION MADE:** To reduce the WATER DEPT. BUDGET by \$5,650.00 to \$456,000.00.

VOTED UNANIMOUSLY: To reduce the WATER DEPT. budget by \$5,650.00 to \$456,000.00.

491 CEMETERY DEPARTMENT

110 Salaries	55,881.00
190 Employee Allowance	400.00
100 Total Personal Services	56,281.00
210 Electricity	500.00
211 Heat & Oil	760.00
230 Water	500.00
241 Vehicle Maint. & Repair	500.00
244 Building Maint. & Repair	300.00
245 Equipment Repairs	325.00
304 Medical Exams	150.00
341 Telephone	500.00
342 Legal Notices	150.00
344 Postage	50.00
200 Total Purchase of Services	3,735.00
420 Office Supplies	0
599 Service Supplies	853.00
400 Total Supplies	853.00

700 Other Charges	0
800 Capital Outlay	0
CEMETERY DEPARTMENT TOTAL	60,869.00
	- 25,869.00
	* 35,000.00

***MOTION MADE:** To reduce the CEMETERY DEPT. budget by \$25,869.00 to \$35,000.00.

VOTED UNANIMOUSLY: To reduce the CEMETERY DEPT. budget by \$25,869.00 to \$35,000.00.

BUDGET NAME**FY 1992 REQUEST****511 BOARD OF HEALTH**

110 Salaries	56,172.00
100 Total Personal Services	56,172.00

292 Rubbish Removal	0
294 Septage Disposal	25,000.00
304 Medical Exams	100.00
307 Nursing Services	4,000.00
345 Advertising	1,000.00
Inspectors	0
200 Total Purchase of Services	30,100.00

420 Office Supplies	200.00
599 Service Supplies	200.00
400 Total Supplies	400.00

700 Other Charges	3,161.00
800 Capital Outlay	0
BOARD OF HEALTH TOTAL	89,833.00
	- 31,454.00
	* 58,379.00

***MOTION MADE:** To reduce the BOARD OF HEALTH budget by \$31,454.00 to \$58,379.00.

MOTION MADE: To AMEND the pending AMENDMENT of \$58,379.00 striking out \$89,333.00 and inserting \$61,375.00.

DEFEATED by MAJORITY VOTE: To AMEND the pending AMENDMENT of \$58,379.00 striking out \$89,333.00 and inserting \$61,375.00.

PASSED by MAJORITY VOTE: To reduce the BOARD OF HEALTH budget by \$31,454.00 to \$58,379.00.

541 COUNCIL ON AGING

340 Printing	650.00
380 Misc. Contracted Services	4,100.00
200 Total Purchase of Supplies	4,750.00

599 Service Supplies	500.00
400 Total Supplies	500.00
COUNCIL ON AGING TOTAL	5,250.00

543 VETERANS' SERVICES

110 Salaries	7,477.00
100 Total Personal Services	7,477.00

420 Office Supplies	0
400 Total Supplies	0

700 Other Charges	11,700.00
VETERANS' SERVICES TOTAL	19,177.00

BUDGET NAMEFY 1992 REQUEST610 LIBRARY

110 Salaries	117,991.00
100 Total Personal Services	117,991.00
210 Electricity	12,700.00
211 Heat and Oil	4,200.00
230 Water	150.00
244 Building Maintenance	6,000.00
245 Equipment Repairs	1,200.00
341 Telephone	1,700.00
200 Total Purchase of Services	25,950.00
420 Office Supplies	1,500.00
510 Books	21,657.00
511 Audio-Visual	300.00
599 Service Supplies	0
400 Total Supplies	23,457.00
700 Other Charges	250.00
800 Capital Outlay	0
LIBRARY TOTAL	167,648.00

631 RECREATION

110 Salaries	26,170.00
100 Total Personal Services	26,170.00
247 Grounds Maintenance	275.00
271 Equipment Rental	0
345 Advertising	0
380 Contracted Services	2,000.00
200 Total Purchase of Services	2,275.00
420 Office Supplies	600.00
599 Service Supplies	375.00
400 Total Supplies	975.00
700 Other Charges	625.00
800 Capital Outlay	0
RECREATION TOTAL	30,045.00
	- 6,500.00
	*23,545.00

*MOTION MADE: To reduce the RECREATION budget by \$6,500.00 to \$23,545.00.

MOTION: (as stated above) VOTED UNANIMOUSLY.

YOUTH COMMISSION BUDGET voted on April 8, 1991.

BUDGET NAMEFY 1992 REQUEST633 HISTORICAL COMMISSION

420 Office Supplies	100.00
341 Telephone	0
400 Total Supplies	100.00
700 Other Charges	300.00
HISTORICAL COMMISSION TOTAL	400.00

900 INSURANCE

170 Blue Cross-Health	224,669.00
171 HMO-Health	189,840.00
172 Group Life Insurance	4,450.00
173 Dental-Health	41,272.00
174 Workers' Compensation	72,800.00
746 Police/Fire Accident	6,334.00
751 Medicare	22,254.00
753 Social Security	33,000.00
100 Total Personal Services	594,619.00
301 Consulting Services	14,000.00
200 Total Purchase of Services	14,000.00
740 Auto Insurance	27,136.00
741 Boiler Insurance	2,471.00
742 General Liability	62,193.00
743 Public Officials	3,525.00
744 School Committee	2,390.00
745 Police Liability	15,591.00
747 Fire/EMT Liability	4,234.00
750 Youth Director	721.00
700 Total Other Charges	118,261.00
INSURANCE TOTAL	726,880.00
	- 25,759.00
	*701,121.00

***MOTION MADE:** To reduce the INSURANCE budget by \$25,759.00 to \$701,121.00.

MOTION: (as stated above) VOTED UNANIMOUSLY.

DEBT AND INTEREST750 INTEREST ON DEBTGENERAL FUNDNOTES:

Fire Equipment	0
Neary School	20,388.00

BONDS:

Library	72,930.00
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BUDGET NAMEFY 1992 REQUESTInterest on Debt (cont.)

900 Debt Service 93,318.00

710 DEBT SERVICEGENERAL FUND

NOTES:

Fire Equipment 0
Neary School 70,000.00

BONDS:

Library 130,000.00

900 Debt Service 200,000.00

750 INTEREST ON DEBTWATER FUND

NOTES:

Water Tank 0
Water Extension 0
Water Extension 0
Water Extension 19,460.00

900 Debt Service 19,460.00

710 DEBT SERVICEWATER FUND

NOTES:

Water Tank 0
Water Extension 0
Water Extension 0
Water Extension 80,000.00

900 Debt Service 80,000.00

RESERVE FUND

75,000.00

SCHOOL DEPARTMENT

SOUTHBOROUGH SCHOOLS

REGULAR DAY PROGRAMS

ADMINISTRATION

School Committee 9,600.00
Superintendent's Office 127,123.00

BUDGET NAMEFY 1992 REQUESTSouthborough Schools (cont.)

INSTRUCTION

Supervision	24,945.00
Principals	231,135.00
Teaching	2,229,861.00
Textbooks	17,690.00
Library Services	76,807.00
Audio/Visual Services	7,975.00
Guidance Services	68,513.00

OTHER STUDENT SERVICES

Personnel Services	500.00
Health Services	53,486.00
Transportation	97,650.00
Food Services	0
Student Body Activities	9,850.00

OPERATION/MAINTENANCE OF BUILDINGS

Operation of Buildings	322,951.00
Maintenance of Buildings	55,550.00

ACQUISITION & REPLACEMENT OF FIXED ASSETS

New Equipment	12,430.00
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GRAND TOTAL BUDGET REG. DAY PROGRAMS

3,346,066.00

SPECIAL EDUCATION PROGRAMS

INSTRUCTION

Director	71,813.00
Teaching	311,682.00
Psychological Services	53,470.00

OTHER STUDENT SERVICES

Health Services	20,400.00
Transportation	3,900.00

OPERATION/MAINTENANCE OF BUILDINGS

Operation of Buildings	1,250.00
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ACQUISITION OF FIXED ASSETS

New Equipment	600.00
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PROGRAMS, OTHER SYSTEMS IN MASS.

Tuition & Transportation Out	167,942.00
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PROGRAMS, MEMBER OF COLLABORATIVE

45,396.00

GRAND TOTAL BUDGET SPECIAL ED. PROG.

676,453.00

GRAND TOTAL, REG. & SPECIAL ED.

4,022,519.00

BUDGET NAMEFY 1992 REQUESTSouthborough Schools (cont.)

OPERATING BUDGET, VOCATIONAL ED.

0

GRAND TOTAL BUDGET, ALL PROGRAMS

4,022,519.00

- 144,198.00

*3,878,321.00

***MOTION MADE:** To reduce the SOUTHBOROUGH SCHOOLS budget by \$144,198.00 to \$3,878,321.00.

VOTED UNANIMOUSLY: To reduce the SOUTHBOROUGH SCHOOLS budget by \$144,198.00 to \$3,878,321.00.

ALGONQUIN REGIONAL HIGH SCHOOL

REGULAR DAY PROGRAMS

ADMINISTRATION

School Committee

37,256.00

Superintendent's Office

128,723.00

INSTRUCTION

Supervision

22,626.00

Principals

431,213.00

Teaching

2,965,447.00

Textbooks

22,022.00

Library Services

94,870.00

Audio/Visual Services

11,092.00

Guidance Services

229,154.00

OTHER STUDENT SERVICES

Health Services

27,140.00

Transportation

369,263.00

Student Body Activities

40,759.00

OPERATION/MAINTENANCE OF BUILDINGS

Operation of Buildings

393,460.00

Maintenance of Buildings

107,242.00

FIXED CHARGES

Employee Retirement

71,500.00

Insurance

428,600.00

Short Term Interest

5,000.00

ACQUISITION & REPLACEMENT OF FIXED ASSETS

New Equipment

29,710.00

GRAND TOTAL BUDGET REG. DAY PROGRAM

5,415,077.00

BUDGET NAMEFY 1992 REQUEST

SPECIAL EDUCATION PROGRAMS

INSTRUCTION

Director	30,957.00
Teaching	198,008.00
Textbooks	200.00
Psychological Services	39,819.00

OTHER STUDENT SERVICES

Health Services	1,300.00
Transportation	12,000.00

OPERATION/MAINTENANCE OF BUILDINGS

Maintenance of Equipment	250.00
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ACQUISITION OF FIXED ASSETS

New Equipment	100.00
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PROGRAMS, OTHER SYSTEMS IN MASS.

Tuition & Transportation Out	27,600.00
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PROGRAMS, MEMBER OF COLLABORATIVE

	89,415.00
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GRAND TOTAL BUDGET SPECIAL ED. PROG

	399,649.00
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ATHLETICS

ANTICIPATED ATHLETIC RECEIPTS

	(14,000.00)
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OTHER STUDENT SERVICES

	170,312.00
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OPERATION & MAINTENANCE

Maintenance	8,675.00
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FIXED CHARGES

Sports Insurance	4,100.00
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ACQUISITION OF FIXED ASSETS

Equipment	18,770.00
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GRAND TOTAL BUDGET ATHLETICS

	187,857.00
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GRAND TOTAL OPERATING BUDGET

Regular Day Programs	5,415,077.00
Special Education Programs	399,649.00
Athletics	187,857.00

GRAND TOTAL BUDGET, ALL PROGRAMS

	6,002,583.00
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BUDGET NAMEFY 1992 REQUEST10% REDUCTION, FY 91 STATE AIDAnticipated Receipts/Transfers

Transportation Reimbursement	277,158.00	
Regional School Aid	543,624.00	
Chapter 70 Aid	292,254.00	
E & D Transfer	<u>75,000.00</u>	<u>1,188,036.00</u>

GRAND TOTAL BUDGET, ALL PROGRAMS

4,814,547.00

MATURING DEBT ASSESSMENTS

SOUTHBOROUGH

Roof #1 - 37.62% of \$16,037	6,033.00
Roof #2 - 34.67% of \$38,100	13,209.00
Roof #3 & Science Labs - 32.82% of \$115,140	<u>37,789.00*</u>

TOTAL SOUTHBOROUGH

57,031.00

*Voted as a debt exclusion by the Town of
Southborough, May 1989

NORTHBOROUGH

Roof #1 - 62.38% of \$16,037	10,004.00
Roof #2 - 65.33% of \$38,100	24,891.00
Roof #3 - & Science Labs - 67.18% of \$115,140	<u>77,351.00</u>

TOTAL NORTHBOROUGH

112,246.00

MATURING DEBT AND INTEREST

Maturing Debt, FY 92

274,431.00

Less-

State Aid (Roof #1)	34,354.00	
State Aid (Roof #2)	<u>70,800.00</u>	
Total State Aid		<u>105,154.00</u>

BALANCE, MATURING DEBT FY 92

169,277.00

FY 92 SCHEDULE OF ASSESSMENTS

TOTAL ASSESSMENTS

Net Operating Budget 4,814,547.00

Net Maturing Debt Account:

Roof #1	16,037	
Roof #2	38,100	
Roof #3 & Science Labs	<u>115,140</u>	<u>169,277.00</u>
TOTAL		4,983,824.00

BUDGET NAMEFY 1992 REQUESTAssessments (cont.)NORTHBOROUGH Assessment

Operating Budget (65.6% of \$4,814,547)	3,158,343.00
Roof #1	10,004
Roof #2	24,891
Roof #3 & Science Labs	<u>77,351</u>
TOTAL NORTHBOROUGH ASSESSMENT	<u>3,270,589.00</u>

SOUTHBOROUGH Assessment

Operating Budget (34.4% of \$4,814,547)	1,656,204.00
Net Maturing Debt Account:	
Roof #1	6,033
Roof #2	13,209
Roof #3 & Science Labs	<u>37,789*</u>
TOTAL SOUTHBOROUGH ASSESSMENT	<u>1,713,235.00</u>
*This sum was voted as a debt exclusion	- 118,742.00
by the Town of Southborough, May 1989	<u>**1,594,493.00</u>

****MOTION MADE:** To reduce the ALGONQUIN assessment by \$118,742.00 to \$1,594,493.00. (See Special Town Meeting held 7/16/91 Art. 1.)

VOTED UNANIMOUSLY: To reduce the ALGONQUIN assessment by \$118,742.00 to \$1,594,493.00.

ASSABET VALLEY REG. VOC. SCHOOL

School Committee	66,128.00
Superintendent's Office	275,718.00
Data Processing	49,485.00
Instruction Supervision	206,890.00
Principal's Office	88,718.00
Teaching	3,574,402.00
Textbooks	26,500.00
Library	54,657.00
Multi-Media	32,118.00
Guidance Services	267,933.00

OTHER SCHOOL SERVICES

Attendance	15,923.00
Health Services	31,237.00
Transport. - Reg., Late & Final	617,443.00
Transport. - Sports, Field Trips	28,651.00
Student Body Activities	126,816.00

PLANT OPERATION & MAINTENANCE

Operation Of Plant	1,222,020.00
Maintenance of Plant	258,600.00

FIXED CHARGES

Employee Retirement & Health Ins	683,267.00
Insurance	159,730.00

BUDGET NAMEFY 1992 REQUESTAssabet Valley Reg. Voc. School (cont.)

ACQUISITION OF FIXED ASSETS

51,800.00

TOTAL REGULAR OPERATING BUDGET

7,838,036.00

Bus Contract Reduction

Adjusted Reg. Oper. Budget

SPECIAL NEEDS

Day Operating Budget

403,418.00

Extended Day Special Needs

158,373.00

Prototype 4 & 5 Budget

0

CAPITAL EQUIPMENT REPLACEMENT

0

"RIGHT TO KNOW" CHAPTER 111F

15,000.00

SINGLE AUDIT REQUIREMENT

15,000.00

ADULT EVENING VOC. OPERATING

0

TOTAL CAPITAL & OPERATING BUDGET

8,429,827.00

Less Anticipated Aid & Transfers

(3,997,398.00)

TOTAL ASSESSMENT TO COMMUNITIES

4,432,429.00

Bond for Roof Repair

146,383.00

Less Anticipated Aid Chapter 515

(80,000.00)

Total Capital & Oper. Assessment

4,498,812.00

SOUTHBOROUGH ASSESSMENT

145,157.00

Aug. 20, 1989 Reduced Assessment

Aug. 20, 1989 New Assessment

MOTION MADE: To approve the ASSABET assessment at \$145,157.00.

VOTED UNANIMOUSLY: To approve the ASSABET assessment at \$145,157.00.

ARTICLE 10: To see if the Town will vote to transfer to Surplus Revenue Account (Excess and Deficiency) a sum of money, or do or act anything in relation thereto.

MOTION MADE: That the Town transfer to Surplus Revenue Account (Excess and Deficiency) the following sums of money:

\$	55.00 Article 17 ATM 1990
	<u>3,111.56 Article 29 ATM 1988</u>
Total	\$ 3,166.56

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 11: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, or borrow and appropriate, a sum of money for the purpose of replacing the Town House sewage disposal system, or do or act anything in relation thereto.

MOTION MADE: To POSTPONE INDEFINITELY.

VOTED UNANIMOUSLY: To POSTPONE INDEFINITELY.

ARTICLE 12: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, the sum of \$1,150 to defray expenses of the Memorial Day exercises. Observance exercises are to be under the auspices of the Bagley-Fay Post No. 161 American Legion, and Choate Post No. 3276, Veterans of Foreign Wars, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$1,150 to defray expenses of the Memorial Day exercises. Observance exercises are to be under the auspices of the Bagley-Fay Post No. 161 American Legion, and Choate Post No. 3276, Veterans of Foreign Wars.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 13: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate the sum of \$256,375 for the fiscal year beginning July 1, 1991 and ending June 30, 1992 to pay a portion of the expense of the Worcester County Retirement System, of which the Town is a member, and as required by the Worcester County Commissioners, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$256,375 for the fiscal year beginning July 1, 1991 and ending June 30, 1992 to pay a portion of the expense of the Worcester County Retirement System, of which the Town is a member, and as required by the Worcester County Commissioners.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 14: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, the sum of \$7,500 for the purpose of funding Greater Marlboro Alcoholism Referral Center, a nonprofit drop-in center, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$5,000.00 for the purpose of funding Greater Marlboro Alcoholism Referral Center, a nonprofit drop-in center.

MOTION: (as stated above) WITHDRAWN by UNANIMOUS VOTE.

MOTION MADE: That the Town raise and appropriate the sum of \$2,500.00 for the purpose of funding Greater Marlboro Alcoholism Referral Center, a nonprofit drop-in center.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 15: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate the sum of \$105,000 for the maintenance of town roads, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$95,000.00 for the maintenance of town roads.

MOTION: (as stated above) PASSED by MAJORITY VOTE.

ARTICLE 16: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate or borrow and appropriate a sum of money for the purpose of purchasing one front end loader for the Highway Department, and to see what disposition shall be made of the existing 1974 Caterpillar front end loader currently in use by the Highway Department, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$75,000.00 for the purpose of purchasing one front end loader for the Highway Department, and to see what disposition shall be made of the existing 1974 Caterpillar front end loader currently in use by the Highway Department

*MOTION: (as stated above) VOTED UNANIMOUSLY.

*MOTION: (as stated above) DEFEATED at our TOWN ELECTION, held on May 13, 1991, as "BALLOT OVERRIDE QUESTION #2".

ARTICLE 17: To see if the town will vote to raise and appropriate or transfer from available funds and appropriate or borrow and appropriate a sum of money for the purpose of purchasing one 4 wheel drive utility truck for the Highway Department, and that the Selectmen be authorized to sell, trade in, or otherwise dispose of the existing 1965 Jeep Utility truck currently in use by the Highway Department, or do or act anything in relation thereto.

MOTION MADE: That the town raise and appropriate the sum of \$25,000.00 for the purpose of purchasing one 4 wheel drive utility truck for the Highway Department, and that the Selectmen be authorized to sell, trade in, or otherwise dispose of the existing 1965 Jeep Utility truck currently in use by the Highway Department.

*MOTION: (as stated above) VOTED UNANIMOUSLY.

*MOTION: (as stated above) DEFEATED at our TOWN ELECTION, held on May 13, 1991 as "BALLOT OVERRIDE QUESTION #3".

ARTICLE 18: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate or borrow and appropriate a sum of money for the purpose of purchasing new sander/dump truck bodies for the Highway Department, or do or act anything in relation thereto.

MOTION MADE: To POSTPONE INDEFINITELY.

VOTED UNANIMOUSLY: To POSTPONE INDEFINITELY.

ARTICLE 19: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate or borrow and appropriate a sum of money for the purpose of constructing, reconstructing or otherwise improving North Street, or do or act anything in relation thereto.

MOTION MADE: To POSTPONE INDEFINITELY.

VOTED UNANIMOUSLY: To POSTPONE INDEFINITELY.

ARTICLE 20: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate or borrow and appropriate a sum of money for the purpose of implementing recycling programs, or do or act anything in relation thereto.

MOTION MADE: To POSTPONE INDEFINITELY.

VOTED UNANIMOUSLY: To POSTPONE INDEFINITELY.

At 11:00 P.M. on Tuesday, April 9, 1991 it was MOVED and UNANIMOUSLY VOTED to ADJOURN the April 9, 1991 Adjourned Session of the Annual Town Meeting to Thursday, April 11, 1991 at 7:30 P.M.

A true copy:

Attest: PAUL J. BERRY, TOWN CLERK

April 8, 1991
ADJOURNED SESSION
April 11, 1991

At the ADJOURNED Annual Town Meeting duly called and held in the A. S. Woodward Memorial School, Southborough, MA on Thursday, April 11, 1991 at 7:30 P.M., the following Articles were voted upon in a legal manner. There was a quorum present, (150 voters = quorum (183) Voters were present).

Checkers:	Janet M. E. Mattioli	Lidia A. Kiley
	Susanne S. Dumont	Lois W. Denman

The Meeting was called to order at (8:12 P.M.) by Town Moderator, John H. Wilson.

The following Tellers were appointed by Moderator Wilson and sworn-in by Town Clerk, Paul J. Berry:

Richard E. Falconi	14 Newton Street
William J. Christensen	17 Granuaile Road
Richard A. Jennings	205 Main Street
Martin E. Moran	42 Oregon Road

Moderator Wilson had requests from the following non-voters to attend the Adjourned Session of the Annual Town Meeting:

Paula Mank, Middlesex News.

There being no objections from the floor, it was voted to allow the above non-voters to remain.

The boundaries of the hall were outlined by the Moderator to include all of the floor area with the exception of the bleachers on the left side of the room. These bleachers were for the non-registered (non-voting) public.

Moderator Wilson noted the receipt of the return of the Posting of the Warrant for this Adjourned Session of the Annual Town Meeting by the Constable.

It was Voted Unanimously to waive the reading of the Warrant.

ARTICLE 21: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate \$30,000 to acquire two new four-door full-size sedan-type police cruisers and authorize the Selectmen to sell, turn in or otherwise dispose of two used police vehicles, or do or act anything in relation thereto.

MOTION MADE: That the Town Raise and appropriate the sum of \$30,000 to acquire two new four-door full-size sedan-type police cruisers and authorize the Selectmen to sell, turn in or otherwise dispose of two used police vehicles.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 22: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate the sum of \$16,900 to be used for expenses incurred from a private audit of the Town's financial officers to be carried out by a private firm which meets the standards of the Commonwealth of Massachusetts, Bureau of Accounts, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$16,900 to be used for expenses incurred from a private audit of the Town's financial officers to be carried out by a private firm which meets the standards of the Commonwealth of Massachusetts, Bureau of Accounts.

MOTION: (as stated above) PASSED by MAJORITY VOTE.

ARTICLE 23: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate or borrow and appropriate the sum of \$5,000 to refurbish the pickup truck the Town received from the State, or do or act anything in relation thereto.

MOTION MADE: To POSTPONE INDEFINITELY.

VOTED UNANIMOUSLY: To POSTPONE INDEFINITELY.

ARTICLE 24: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, or borrow and appropriate, a sum of money for the purpose of purchasing one new brush chipper, and that the Tree Warden be authorized to sell, trade in, or otherwise dispose of the existing 1971 Mitts & Merrill chipper currently in use by the Town, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$16,000.00 for the purpose of purchasing one new brush chipper, and that the Tree Warden be authorized to sell, trade in, or otherwise dispose of the existing 1971 Mitts & Merrill chipper currently in use by the Town.

*MOTION: (as stated above) VOTED UNANIMOUSLY.

*MOTION: (as stated above) DEFEATED at our TOWN ELECTION, held on May 13, 1991, as "BALLOT OVERRIDE QUESTION #4).

ARTICLE 25: To see if the Town will vote to raise and appropriate the sum of \$2,500 for the purpose of aiding in the funding of the MetroWest Planning Office, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$250.00 for the purpose of aiding in the funding of the MetroWest Planning Office.

AMENDMENT to the MOTION MADE: That the sum of \$1,250.00 be appropriated to the MetroWest Planning Office.

AMENDMENT to the MOTION: Was WITHDRAWN BY MAJORITY VOTE.

2nd AMENDMENT to MOTION: That the sum of \$500.00 be appropriated to the MetroWest Planning Office.

2nd AMENDMENT to MOTION: (as stated above) PASSED by MAJORITY VOTE.

ARTICLE 26: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate a sum of money to be used for the payment of unemployment compensation payments, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$26,000.00 to be used for the payment of unemployment compensation payments.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 27: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, the sum of \$1,000.00, or any other sum, to be expended under the direction of the Heritage Day Committee for the purpose of paying the necessary costs associated with the Heritage Day celebration and the Heritage Day parade, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$1,000.00 to be expended under the direction of the Heritage Day Committee for the purpose of paying the necessary costs associated with the Heritage Day celebration and the Heritage Day parade.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 28: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, a sum of money for the purpose of maintenance of equipment, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$3,000.00 for the purpose of maintenance of equipment.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 29: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, the sum of \$5,000 for the purpose of carpeting the Town House, or do or act anything in relation thereto.

MOTION MADE: To POSTPONE INDEFINITELY.

VOTED UNANIMOUSLY: To POSTPONE INDEFINITELY.

ARTICLE 30: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, a sum of money for the purpose of buying street light fixtures, or do or act anything in relation thereto.

MOTION MADE: TO POSTPONE INDEFINITELY.

VOTED UNANIMOUSLY: TO POSTPONE INDEFINITELY.

ARTICLE 31: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate a sum of money for the purpose of establishing a fund to be used to pay the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, and/or which has been destroyed or damaged as a result of accident or casualty, for which a third party is liable and for which the Town is entitled to be reimbursed from damages caused as a result of such accident or casualty, or do or act anything in relation thereto.

MOTION MADE: TO POSTPONE INDEFINITELY.

VOTED UNANIMOUSLY: TO POSTPONE INDEFINITELY.

ARTICLE 32: To see if the Town will vote to transfer from the Water Department Surplus and appropriate, the sum of \$74,500.00 for the purpose of installing a new 12" water main on Turnpike Road and Deerfoot Road for a distance of 1,100 feet to complete a system loop, or do or act anything in relation thereto.

MOTION (as stated in the words of the ARTICLE): VOTED UNANIMOUSLY.

ARTICLE 33: To see if the Town will vote to transfer from the Water Department Surplus or borrow and appropriate the sum of \$142,000.00 to repair and paint the Atwood Road Tank inside and outside, and that the yearly debt retirement and interest on debt for this borrowing shall be offset by water receipts, or do or act anything in relation thereto.

MOTION MADE: TO POSTPONE INDEFINITELY.

VOTED UNANIMOUSLY: TO POSTPONE INDEFINITELY.

ARTICLE 34: To see if the Town will vote to transfer from the Water Department Surplus and appropriate, the sum of \$32,000.00 for the purpose of installing a new 12" water main along Marlborough Road and Sears Road for a distance of 800 feet to complete a system loop, or do or act anything in relation thereto.

MOTION MADE: TO POSTPONE INDEFINITELY.

VOTED UNANIMOUSLY: TO POSTPONE INDEFINITELY.

ARTICLE 36: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate or borrow and appropriate, the sum of \$25,000 for the expressed purpose of making capital improvements (heating system repairs) to the A. S. Woodward School during fiscal year 1992, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$25,000.00 for the expressed purpose of making capital improvements (heating system repairs) to the A. S. Woodward School during fiscal year 1992.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 37: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate or borrow and appropriate, the sum of \$40,000 for the expressed purpose of making capital improvements (replace gym floor) to the Margaret Neary School during fiscal year 1992, or do or act anything in relation thereto.

MOTION MADE: TO POSTPONE INDEFINITELY.

MOTION: (as stated above) VOTED UNANIMOUSLY..

ARTICLE 38: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate or borrow and appropriate, the sum of \$60,000 for the expressed purpose of making capital improvements (remove and replace underground fuel storage tank) to the A. S. Woodward School during fiscal year 1992, or do or act anything in relation thereto.

MOTION MADE: TO POSTPONE INDEFINITELY.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 39: To see if the Town will vote to accept the provisions of Chapter 291 of the Acts of 1990, thereby allowing the Town to receive enhanced 911 service as defined in said Act and, if acceptance and notification to the Secretary of the Commonwealth of said acceptance occur on or before December 11, 1991, the Town will also receive, at no cost to it, the benefits of enhanced 911 network features and network components, including at least one public safety answering point, and any other enhanced 911 network features that may be made available by the statewide emergency telecommunications board.

MOTION: (as stated in the words of the ARTICLE) VOTED UNANIMOUSLY.

ARTICLE 40: To see if the Town will vote to accept the provisions of Chapter 245 of the Acts of 1988 to allow the town to spend without appropriation up to \$100,000 of funds received as a result of a default on a subdivision, or to take any action relative thereto.

MOTION: (as stated in the words of the ARTICLE) VOTED UNANIMOUSLY.

ARTICLE 41: To see if the Town will vote to join the Worcester Regional Transit Authority to provide transportation for the elderly and handicapped, pursuant to Section 3 of Chapter 161B of the Massachusetts General Laws, as amended, or do or act anything in relation thereto.

MOTION: (as stated in the words of the ARTICLE) VOTED UNANIMOUSLY.

ARTICLE 42: To see if the Town will transfer 9.7 acres, more or less, of Neary School land from the Southborough School Committee to the Cemetery Commission, or do or act anything in relation thereto.

MOTION MADE: That the Town transfer 9.7 acres, more or less, of Neary School land from the Southborough School Committee to the Cemetery Commission.

AMENDMENT TO ARTICLE 42: That the Town create a Town Cemetery Study Committee to report to the 1992 Regular Town Meeting regarding the best opportunity for either cemetery expansion or the creation and siting of a new cemetery within the Town. This Study Committee shall consist of five (5) members, two to be appointed by the Board of Cemetery Commissioners, two by the Board of Selectmen and one by the Town Moderator.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 43: To see if the Town will vote to amend the agreement entered into pursuant to Chapter 513 of the Acts of 1966 by and among the towns of Berlin, Hudson, Maynard, Northborough, Southborough and Westborough and the City of Marlborough by selecting option 3 as outlined in Chapter 10 of the Acts of 1988 which provides for electing members with residency requirements in district-wide elections to be held at the biennial state elections so as to bring the district into compliance with the principle of "one person-one vote" as follows:

The Agreement among the City of Marlborough and the Towns of Berlin, Hudson, Maynard, Northborough, Southborough and Westborough with respect to the establishment of the Assabet Valley Regional Vocational School District dated August 28, 1967 as heretofore amended (the "Agreement") is hereby further amended as follows:

1. Subsection I (A) of the Agreement is amended to read as follows:

(A) Composition: The regional district school committee, hereinafter sometimes referred to as the Committee, shall consist of seven members, one from the City of Marlborough and one from each of the towns of Berlin, Hudson, Maynard, Northborough, Southborough and Westborough. Except as provided in subsection I (B) and I (C), the members of the Committee shall be elected by all the voters of the District at the biennial state election. All Committee members shall serve until their respective successors are elected and qualified.

2. Subsection I (B) of the Agreement is amended to read as follows:

(B) Transition: The members of the Committee incumbent on the effective date of this subsection shall hold office until the first Monday in January following the biennial state election in 1992 and until their successors have been elected and qualified, as herein provided. After the effective date of this subsection, in every year in which the term of a Committee member expires, there shall be elected to membership on the committee one resident of the same member community as that of the member whose term has expired, to fill the vacancy created by such expiration. Each member so elected shall serve for a term of four years following his or her election; (provided that at the biennial state election held in 1992, three of the members to be elected shall be elected for a term of two years and the remaining four members to be elected shall be elected for a term of four years, the positions to be elected for two years to be determined by the Committee by lot promptly upon the effective date of Amendment No. 5 to this Agreement.

3. Subsection I (C) of the Agreement is amended to read as follows:

(C) Biennial District Election: Procedures:

The biennial District election shall be held at the biennial state election on the Tuesday next after the first Monday in November in every even numbered year.

4. Subsection I (D) of the Agreement is amended to read as follows:

(D) Nominations:

Candidates for election to membership on the Committee shall be nominated by filing nomination papers in accordance with the applicable provisions of law.

5. Subsection I (E) of the Agreement is amended to read as follows:

(E) If a vacancy occurs among the elected members of a town, the selectmen and the local school committee members from the member town involved, acting jointly, by a majority vote of those present and voting, shall appoint a member to serve until the next biennial state election, at which election a successor shall be elected to serve for the balance of the unexpired term, if any. If a vacancy occurs from the City of Marlborough, the city council and school committee of the City of Marlborough, acting jointly, and by majority vote of those present and voting shall appoint a member to serve until the next biennial state election, at which election a successor shall be elected to serve for the balance of the unexpired term, if any.

6. Subsection I (F) of the Agreement is amended to read as follows:

(F) Organization:

At the first regular meeting following the first Monday in January of each year, the Committee shall organize and choose a chairman and a vice chairman from among its own membership.

7. Subsection I (G) of the Agreement is amended to read as follows:

(G) Powers and Duties:

The Committee shall have all of the powers and duties conferred and imposed upon it by this agreement and such other additional powers and duties as are specified in Chapter 513 of the Acts of 1966, and any amendments thereof or additions thereto, now or hereafter enacted, or as may be specified in any other applicable general or special law.

or act in any way relative thereto."

MOTION: (as stated in the words of the ARTICLE) VOTED UNANIMOUSLY.

ARTICLE 44: To see if the Town will vote to amend the Regional School Agreement in Section IV (g) by changing the words "the twentieth of March,..." to "the first of March,...", so that Section IV (g) now reads:

Each member town shall pay its proportionate share of the capital and operating costs to the District each year in four equal installments not later than the first of March, June, September and December.

or do or act anything in relation thereto.

MOTION: (as stated in the words of the ARTICLE) VOTED UNANIMOUSLY.

ARTICLE 45: To see if the Town will vote to accept as a public way Sarsen Stone Way described as follows:

DESCRIPTION OF SARSEN STONE WAY

Beginning on the northerly side of Skylar Drive at the southeasterly property corner of the land of Daniel and Donna Daluise; thence turning and running on a curve to the left having a radius of 30.00' and a length of 26.91' to a bound; thence turning and running N.41° 21' 58"W., 40.82' to a bound; thence turning and running on a curve to the right having a radius of 216.11' and a length of 126.37' to a bound; thence turning and running N.07° 51' 42"W., 344.01' to a bound; thence turning and running on a curve to the left having a radius of 140.00' and a length of 90.69' to a bound; thence turning and running N.44° 58' 42"W., 82.00' to a bound; thence turning and running on a curve to the right having a radius of 605.00' and a length of 93.10' to a bound; thence turning and running on a curve to the left having a radius of 395.00' and a length of 134.84' to a bound; thence turning and running on a curve to the right having a radius of 560.00' and a length of 120.75' to a point; thence turning and running N.43° 21' 55"W., 75.00' to a bound; thence turning and running on a curve to the left having a radius of 30.00' and a length of 29.65' to a bound; thence turning and running on a curve to the right having a radius of 70.00' and a length of 358.29'; thence turning and running on a curve to the left having a radius of 30.00' and a length of 29.65' to a bound; thence turning and running S.43° 21' 55"E., 75.00' to a bound; thence turning and running on a curve to the left having a radius of 510.00' and a length of 109.97' to a bound; thence turning and running on a curve to the right having a radius of 445.00' and a length of 151.90' to a bound; thence turning and running on a curve to the left having a radius of 555.00' and a length of 85.40' to a bound; thence turning and running S.44° 58' 42"E., 82.00' to a bound; thence turning and running on a curve to the right having a radius of 190.00' and a length of 123.08' to a bound; thence turning and running S.07° 51' 42"E., 344.01' to a bound; thence turning and running on a curve to the left having a radius of 166.11' and a length of 97.13' to a bound; thence turning and running S.41° 21' 58"E., 30.00' to a bound on the northerly side of Skylar Drive at the southwesterly property corner of the land of Elson and Chryseis Hung; thence turning and running along Skylar Drive in a westerly direction on a curve to the left having a radius of 215.00' and a length of 70.53' to the point of beginning.

The parcel of land is said to contain 71,734 s.f. and is shown as Sarsen Stone Way on a plan entitled "Plan of Land in Southborough, Mass., owned by John A. and Marguerite F. Bartolini, by Connorstone Inc., scale 1"=40', dated Jan. 18, 1991";

or do or act anything in relation thereto.

MOTION: (as stated in the words of the ARTICLE) PASSED by MAJORITY VOTE.

ARTICLE 46: To see if the Town will vote to demand that its Senator and Representatives do everything necessary to implement the provisions of Question 5, which was approved overwhelmingly by the voters at the 1990 biennial state election, including both the formulation of a plan to do so as well as a vote in favor of an appropriation to fund local aid in the amount of 40% of growth taxes (income, corporate and sales) no later than July 1, 1993, or do or act anything in relation thereto.

MOTION: (as stated in the words of the ARTICLE) PASSED by MAJORITY VOTE.

A TRIBUTE WAS PAYED TO SELECTMAN, WILLIAM D. BAKER, BY SELECTMAN, THOMAS W. MCAULIFFE, on behalf of the BOARD OF SELECTMEN. SELECTMAN BAKER WHOSE TERM OF OFFICE EXPIRES IN MAY OF THIS YEAR, HAS BEEN APPOINTED CHIEF OF POLICE FOR THE TOWN OF SUTTON, MASSACHUSETTS.

ARTICLE 47: To see if the Town of Southborough will vote to amend the Code of the Town of Southborough, Zoning Article III, "Use Regulations", Subsection 174-12 "Parking and Loading Regulations" as follows:

E. 14. Change from Selectmen to Planning Board wherever it appears.

(a) Change from Selectmen to Planning Board wherever it appears.

or do or act anything in relation thereto.

MOTION MADE: That the Town amend the Code of the Town of Southborough, Zoning Article III, "Use Regulations", Subsection 174-12 "Parking and Loading Regulations" as follows:

E. 14. Change from Selectmen to Planning Board wherever it appears.

(a) Change from Selectmen to Planning Board wherever it appears.

(2/3 vote required)

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 48: To see if the Town of Southborough will vote to amend the Code of the Town of Southborough, Zoning Article III, "Use Regulations", Subsection 174-10.1 "Village Business District Plan Review" by changing the first paragraph to read as follows (changes are underlined):

Within the Village Business District, major site plan approval shall be by Special Permit from the Planning Board, subject to the procedural requirements and decision criteria of Special Permits (174-9), Site Plan Approval (174-10), and the following in addition to the above:

(Remainder of bylaw is unchanged)

or do or act anything in relation thereto.

MOTION MADE: That the Town amend the Code of the Town of Southborough, Zoning Article III, "Use Regulations", Subsection 174-10.1 "Village Business District Plan Review" by changing the first paragraph to read as follows (changes are underlined):

Within the Village Business District, major site plan approval shall be by Special Permit from the Planning Board, subject to the procedural requirements and decision criteria of Subsection 174-9, Special Permits, Site Plan Approval, and the following in addition to the above:

(Remainder of bylaw is unchanged) (2/3 vote required)

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 49: To see if the Town of Southborough will vote to amend the Code of the Town of Southborough, Zoning Article III, "Use Regulations", Subsection 174-9, "Special Permit Requirements" as follows:

G. Two Family Dwelling. The conversion of a one-family house which as been in existence for two (2) years or longer to a two-family dwelling is allowed by Special Permit from the Board of Appeals. The application will be considered after receipt of a report, or after thirty-five (35) days elapse without such a report, from the Board of Health certifying that adequate provisions have been made in accordance with the requirements of the Board of Health for drainage and the disposal of sewerage and waste generated by the occupancy of the two-family dwelling. There shall also be a report from the Planning Board describing the lot on which the dwelling is located, the neighborhood where it is located, and the effects of the proposed two-family dwelling thereon, the adequacy of ingress and egress provisions, any recommendations by the Planning Board as to the advisability of granting the Special Permit and any restrictions that should be imposed as conditions thereof, and the provisions for off-street parking in a manner consistent with the character of the premises. If the decision of the Board of Appeals differs from the recommendations of the Planning Board, the reasons therefor shall be stated in the decision. The two-family dwelling shall comply with the following conditions and requirements:

- (1) The lot on which a one-family residence is to be converted to a two-family dwelling must be a minimum of fifteen thousand (15,000) square feet.
- (2) There must be no other apartment on the lot on which the two-family residence is proposed.
- (3) Not more than the required minimum exterior alterations have been or will be made to the one-family house and to any accessory buildings, and the site plan of the lot and floor plans of the dwelling thereon must be filed with the Building Inspector prior to the application to the Board of Appeals.

or do or act anything in relation thereto.

MOTION MADE: That the Town amend the Code of the Town of Southborough, Zoning Article III, "Use Regulations", Subsection 174-9, "Special Permit Requirements" as follows:

G. Two Family Dwelling. The conversion of a one-family house which as been in existence for two (2) years or longer to a two-family dwelling is allowed by Special Permit from the Board of Appeals. The application will be considered after receipt of a report, or after thirty-five (35) days elapse without such a report, from the Board of Health certifying that adequate provisions have been made in accordance with the requirements of the Board of Health for drainage and the disposal of sewerage and waste generated by the occupancy of the two-family dwelling. There shall also be a report from the Planning Board describing the lot on which the dwelling is located, the neighborhood where it is located, and the effects of the proposed two-family dwelling thereon, the adequacy of ingress and egress provisions, any recommendations by the Planning Board as to the advisability of granting the Special Permit and any restrictions that should be imposed as conditions thereof, and the provisions for off-street parking in a manner consistent with the character of the premises. If the decision of the Board of Appeals differs from the recommendations of the Planning Board, the reasons therefor shall be stated in the decision. The two-family dwelling shall comply with the following conditions and requirements:

- (1) The lot on which a one-family residence is to be converted to a two-family dwelling must be a minimum of fifteen thousand (15,000) square feet.
- (2) There must be no other apartment on the lot on which the two-family residence is proposed.
- (3) Not more than the required minimum exterior alterations have been or will be made to the one-family house and to any accessory buildings, and the site plan of the lot and floor plans of the dwelling thereon must be filed with the Building Inspector prior to the application to the Board of Appeals. (2/3 vote required)

AMENDMENT TO MOTION MADE:that sub-paragraph G (1) be amended by changing "fifteen thousand (15,000)" to read "thirty-five thousand (35,000)".

AMENDMENT TO MOTION: (as stated above) DEFEATED BY MAJORITY VOTE.

VOTED UNANIMOUSLY: That the Town amend the Code of the Town of Southborough, Zoning Article III, "Use Regulations", Subsection 174-9, "Special Permit Requirements" as follows:

G. Two Family Dwelling. The conversion of a one-family house which as been in existence for two (2) years or longer to a two-family dwelling is allowed by Special Permit from the Board of Appeals. The application will be considered after receipt of a report, or after thirty-five (35) days elapse without such a report, from the Board of Health certifying that adequate provisions have been made in accordance with the requirements of the Board of Health for drainage and the disposal of sewerage and waste generated by the occupancy of the two-family dwelling. There shall also be a report from the Planning Board describing the lot on which the dwelling is located, the neighborhood where it is located, and the effects of the proposed two-family dwelling thereon, the adequacy of ingress and egress provisions, any recommendations by the Planning Board as to the advisability of granting the Special Permit and any restrictions that should be imposed as conditions thereof, and the provisions for off-street parking in a manner consistent with the character of the premises. If the decision of the Board of Appeals differs from the recommendations of the Planning Board, the reasons therefor shall be stated in the decision. The two-family dwelling shall comply with the following conditions and requirements:

- (1) The lot on which a one-family residence is to be converted to a two-family dwelling must be a minimum of fifteen thousand (15,000) square feet.
- (2) There must be no other apartment on the lot on which the two-family residence is proposed.
- (3) Not more than the required minimum exterior alterations have been or will be made to the one-family house and to any accessory buildings, and the site plan of the lot and floor plans of the dwelling thereon must be filed with the Building Inspector prior to the application to the Board of Appeals.

ARTICLE 50: To see if the Town of Southborough will vote to amend the Code of the Town of Southborough, Zoning Article III, "Use Regulations", Subsection 174-9 "Special Permit Requirements" as follows:

H. Multi-family housing for the elderly, owned by a public or non-profit community housing organization is allowed by Special Permit per the Schedule of Use Regulations (174-8). The following formula shall be used to determine the total number of units allowed:

Total # of Units =
$$\frac{(\text{Total Acreage}) - (\text{Wetlands}) - (.15 \times \text{Total Acreage})}{(\text{Lot Area } 25,000 \text{ or } 43,560)} + 30\% \text{ Bonus Lots if Applicable}$$

or do or act anything in relation thereto.

MOTION MADE: That the Town amend the Code of the Town of Southborough, Zoning Article III, "Use Regulations", Subsection 174-9 "Special Permit Requirements" as follows:

H. Multi-family housing for the elderly, owned by a public or non-profit community housing organization is allowed by Special Permit per the Schedule of Use Regulations (174-8). The following formula shall be used to determine the total number of units allowed:

Total # of Units =
$$\frac{(\text{Total Acreage}) - (\text{Wetlands}) - (.15 \times \text{Total Acreage})}{(\text{Lot Area } 25,000 \text{ or } 43,560)} + 30\% \text{ Bonus Lots if Applicable}$$

(2/3 vote required)

MOTION: (as stated above) PASSED by the following HAND COUNT VOTE: Yes: 64
No: 27

ARTICLE 51: To see if the Town of Southborough will vote to amend the Code of the Town of Southborough, Zoning Article II, "Establishment of Districts", Section 174-3 "Districts Enumerated", and Zoning Article III, "Use Regulations", Section 174-8 "Schedule of Use Regulations" as follows:

1. Amend Section 174-3 "Districts Enumerated" by adding Subsection L "Public/Institutional District", referred to as PI District.
2. Amend Section 174-8 "Schedule of Use Regulations" by adding a new column labelled "PI" with entries being the same as those under RA and RB except for the following:
 - Subsection (1)(b) "One family houses" change from P to NO*.
 - Subsection (1)(j) "Hospital, nursing home, home for the aged" change from SP to NO.
 - Subsection (1)(k) "Private school, nursery or kindergarten" change from SP to P.
 - Subsection (1)(l) "Veterinarian, animal hospital, dog kennel" change from SP to NO.
 - Subsection (1)(n) "Mobile home or travel trailer used as a dwelling for thirty (30) days or less in a year" change from P to NO.
 - Subsection (1)(o) "Mobile home or travel trailer used as a dwelling for more than thirty (30) days in a year" change from P to NO.
 - Subsection (1)(p) "Multifamily housing for the elderly, owned by a public or a nonprofit community housing organization" change from SP to NO.
 - Subsection (1)(r) "Major residential development" change from PB to NO.
 - Subsection (2)(b) "Office-type trailer or mobile home used as a business quarters for more than thirty (30) days" change from SP to NO.
 - Subsection (2)(c) "Private garage or parking for more than three (3) cars or more than one (1) truck or other commercial vehicle" change from NO to SP.
 - Subsection (4)(b) "Customary home occupation" change from P to NO.
 - Subsection (4)(d) "Dwelling on premises for a night watchman or janitor" change from NO to P.
 - Subsection (4)(e) "Cafeteria on the premises for use by employees and not for the general public" change from NO to P.

3. Amend the Zoning Map to reflect the Planning Board map dated March 15, 1991 entitled "Public Institutional Zone", encompassing the following parcels:
- A. Change the following described area from Residence A District to Public/Institutional District: The land off Pine Hill Road and Parmenter Road currently owned by the President & Fellows of Harvard College, Map 95, Parcel 1, of the Southborough Assessor's records, being 89 acres +/-.
 - B. Change the following described area from Residence A District and Residence B District to Public/Institutional District: Land north of Main Street and bisected by Marlborough Road currently owned by St. Mark's School, Map 53 Parcel 9, Map 54 Parcel 8, Map 65 Parcels 1, 3, 9, and 12, and Map 74 Parcel 6, of the Southborough Assessor's records, being 180 acres +/-.
 - C. Change the following described area from Residence A District to Public/Institutional District: Land north of Main Street and west of Marlborough Road currently owned by the Town of Southborough, Map 54 Parcels T, 4, 6, and 7, of the Southborough Assessors records, being 6.5 acres +/-.
 - D. Change the following described area from Residence A District to Public/Institutional District: Land at Main Street and St. Marks Street currently owned by Pilgrim Congregational Church, Map 54 Parcel 5, of the Southborough Assessor's records being .7 acres +/-.
 - E. Change the following described area from Residence A District to Public/Institutional District: Land on the north side of Main Street currently owned by St. Mark's Church and Burnett Park Cemetery, Map 54 Parcels 3 and C, of the Southborough Assessor's records being 3.3 acres +/-.
 - F. Change the following described area from Residence A District and Residence B District to Public/Institutional District: Land bordering Main Street west of Middle Road currently owned by Fay School, Inc., Map 53 Parcels 10, 11, 12, 13, 16, and 17, and Map 54 Parcel Z, of the Southborough Assessor's records being 24.6 acres +/-.
 - G. Change the following described area from Residence A District to Public/Institutional District: Land on the north side of Main Street east of Marlborough Road currently owned by the Town of Southborough, Map 54 Parcel 26, of the Southborough Assessor's records being 2.3 acres +/-.
 - H. Change the following described area from Residence B District to Public/Institutional District: Land on the southeast corner of Main Street and Cordaville Road currently owned by the Southborough Village Society, Map 54 Parcel 91, of the Southborough Assessor's records being 1.5 acres +/-.
 - I. Change the following described area from Residence B District to Public/Institutional District: Land on the east side of Cordaville Road approximately 250 feet from Main Street currently owned by the Town of Southborough, Map 54 Parcel 92, of the Southborough Assessor's records being 11.6 acres +/-.
 - J. Change the following described area from Residence B District to Public/Institutional District: Land on the west side of Cordaville Road currently owned by the Saxonville Baptist Church of Framingham, Map 54 Parcel 21, of the Southborough Assessor's records being 1.7 acres +/-.

- K. Change the following described area from Residence B District to Public/Institutional District: Land on the west side of Cordaville Road currently owned by the Town of Southborough, Map 44 Parcel T, of the Southborough Assessor's records being 17.2 acres +/-.
- L. Change the following described area from Residence A District to Public/Institutional District: Land between Parkerville Road, Deerfoot Road, and Clifford Street currently owned by the Town of Southborough, Map 43 Parcel 18, of the Southborough Assessor's records being 81 acres +/-.
- M. Change the following described area from Residence A District to Public/Institutional District: Land on either side of Lynbrook Road abutting I-495 currently owned by the L'Abri Fellowship Foundation, Map 50 Parcels 35 and 39, of the Southborough Assessor's records being 9 acres +/-.
- N. Change the following described area from Residence B District to Public/Institutional District: Land at the corner of Boston Road and Winchester Street currently owned by the Roman Catholic Bishop of Worcester, Map 55 Parcel 68, of the Southborough Assessor's records being 3 acres +/-.
- O. Change the following described area from Residence B District to Public/Institutional District: Land on either side of Central Street at Summer/Grove Street currently owned by the Town of Southborough, Map 38 Parcels 45 and 45A, of the Southborough Assessor's records being 3 acres +/-.
- P. Change the following described area from Residence B District to Public/Institutional District: Land east of Parkerville Road and south of Richards Road currently owned by the Town of Southborough, Map 7 Parcels 21 and 23, of the Southborough Assessor's records being 18.1 acres +/-.
- Q. Change the following described area from Residence B District to Public/Institutional District: Land between Southville Road and Highland Street currently owned by the Second Congregational Church, Map 2 Parcels 22 and 23, of the Southborough Assessor's records being .46 acres +/-.
- R. Change the following described area from Residence B District to Public/Institutional District: Land between Southville Road and Highland Street at Harrington Street currently owned by the Town of Southborough and the F.D. Newton Firemens Assoc., Inc., Map 3 Parcels 28 and 28A, of the Southborough Assessor's records being .77 acres +/-.
- S. Change the following described area from Residence B District to Public/Institutional District: Land between Southville Road and Highland Street at Atwood Road currently owned by the Roman Catholic Bishop of Worcester, Map 3 Parcel 31, of the Southborough Assessor's records being 1.5 acres +/-.
4. Amend Section 174-8 "Schedule of Use Regulations" by adding Footnote #6 as follows:
6. In the Public/Institutional District employee housing that relates to the principal allowable use is permitted.
- ,or do or act anything in relation thereto.

MOTION MADE: TO POSTPONE INDEFINITELY.

VOTED UNANIMOUSLY: TO POSTPONE INDEFINITELY.

ARTICLE 52: To see if the Town of Southborough will vote to amend the Code of the Town of Southborough, Zoning Article III, "Use Regulation", Subsection 174-8 "Schedule of Use Regulations, Footnotes" as follows (changes are in bold):

1. All uses and buildings for which off-street parking is required, other than one- and two-family dwellings, shall be subject to the site plan review and approval by the Planning Board, as provided in 174-10.
2. Not more than one (1) principal permitted use shall be located on any lot, provided that a multiple occupancy building used for the same category of use, such as retail sales and services, light manufacturing or offices in a Business or Industrial District shall be deemed to be in a single principal permitted use. The Board of Appeals may, by Special Permit, allow several different uses in the categories in Subsection B(2) and (3) if otherwise permitted in the district, or several buildings on the same lot if such uses or buildings are deemed to be compatible, meet the requirements of 174-9 and result in improved circulation and land use patterns.
3. The Wetland and Flood Plain (WFP) District is considered to be an overly district, superimposed on other districts. Any uses permitted in the portions of other districts so overlaid are permitted and may be continued, but no new buildings, structures, earth relocation or excavation or fill shall be permitted, except as in otherwise specifically permitted in the Schedule of Use Regulations, and except that dwellings, farm buildings and buildings and structures accessory thereto may be expanded in ground coverage by not more than twenty-five percent (25%) compared to the area covered by all buildings on a lot as of October 8, 1975. The expansion of accessory structures shall require a Special Permit from the Board of Appeals, as shall the relocation of new construction of ways and the alteration of watercourses, water bodies, and dams. In Wetland and Floodplain Districts, fill, earth relocation, new uses and structures or expansion thereof permissible in the underlying district may be permitted by the Board of Appeals by Special Permit upon referral to the Board of Health, Conservation Commission, and Planning Board, and a find that the land is not subject to flooding or otherwise unsuitable for the proposed structures or uses that, according to a certificate signed by a registered professional engineer, there will be no increase in one-hundred-year flood levels as a result of the Special Permit.
4. New or expanded uses required by the Metropolitan District Commission or other public agency having jurisdiction there for the purposes of water supply, drainage, and land or water conservation, is permissible in the Conservation District.
5. For uses subject to a Special Permit, refer also to 174-9, Special Permit Requirements.

Create a separate column labeled "C" (Conservation) and leaving all entries the same as those allowed under WFP (Wetland and Floodplain), except for the following:

- Subsection (1)(b), "One family houses" change from P to NO.
- Subsection (1)(c), "Religious uses, public or nonprofit schools" change from P to NO.
- Subsection (1)(q), "Other multifamily dwelling, if within a major residential development" change from PB to NO.

- Subsection (1)(r), "Major residential Development" change from PB to NO.
- Subsection (4)(a), "Private garage or parking for not more than three (3) cars or one (1) truck or other commercial vehicle" change from P to SP.
- Subsection (4)(b), "Customary home occupation" change from P to NO.
- Subsection (4)(c), "Parking in a garage or out of doors for employees, customers, clients, occupants or students accessory to a permitted principal use and on the same lot as such use" change from P to NO.

or do or act anything in relation thereto.

MOTION MADE: That the Town of Southborough amend the Code of the Town of Southborough, Zoning Article III, "Use Regulations", Subsection 174-8 "Schedule of Use Regulations, Footnotes" as follows (changes are in bold):

1. All uses and buildings for which off-street parking is required, other than one- and two-family dwellings, shall be subject to the site plan review and approval by the Planning Board, as provided in 174-10.
2. Not more than one (1) principal permitted use shall be located on any lot, provided that a multiple occupancy building used for the same category of use, such as retail sales and services, light manufacturing or offices in a Business or Industrial District shall be deemed to be in a single principal permitted use. The Board of Appeals may, by Special Permit, allow several different uses in the categories in Subsection B(2) and (3) if otherwise permitted in the district, or several buildings on the same lot if such uses or buildings are deemed to be compatible, meet the requirements of 174-9 and result in improved circulation and land use patterns.
3. The Wetland and Flood Plain (WFP) District is considered to be an overly district, superimposed on other districts. Any uses permitted in the portions of other districts so overlaid are permitted and may be continued, but no new buildings, structures, earth relocation or excavation or fill shall be permitted, except as in otherwise specifically permitted in the Schedule of Use Regulations, and except that dwellings, farm buildings and buildings and structures accessory thereto may be expanded in ground coverage by not more than twenty-five percent (25%) compared to the area covered by all buildings on a lot as of October 8, 1975. The expansion of accessory structures shall require a Special Permit from the Board of Appeals, as shall the relocation of new construction of ways and the alteration of watercourses, water bodies, and dams. In Wetland and Floodplain Districts, fill, earth relocation, new uses and structures or expansion thereof permissible in the underlying district may be permitted by the Board of Appeals by Special Permit upon referral to the Board of Health, Conservation Commission, and Planning Board, and a find that the land is not subject to flooding or otherwise unsuitable for the proposed structures or uses that, according to a certificate signed by a registered professional engineer, there will be no increase in one-hundred-year flood levels as a result of the Special Permit.
4. New or expanded uses required by the Metropolitan District Commission or other public agency having jurisdiction there for the purposes of water supply, drainage, and land or water conservation, is permissible in the Conservation District.
5. For uses subject to a Special Permit, refer also to 174-9, Special Permit Requirements.

Create a separate column labeled "C" (Conservation) and leaving all entries the same as those allowed under WFP (Wetland and Floodplain), except for the following:

- Subsection (1)(b), "One family houses" change from P to NO.
- Subsection (1)(q), "Other multifamily dwellings, if within a major residential development" change PB to NO.
- Subsection (1)(r), "Major residential Development" change from PB to NO.
- Subsection (4)(a), "Private garage or parking for not more than three (3) cars or one (1) truck or other commercial vehicle" change from P to SP.
- Subsection (4)(b), "Customary home occupation" change from P to NO.
- Subsection (4)(c), "Parking in a garage or out of doors for employees, customers, clients, occupants or students accessory to a permitted principal use and on the same lot as such use" change from P to NO. (2/3 vote required)

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 53: To see if the Town of Southborough will vote to amend the Code of the Town of Southborough, Zoning Article III, "Use Regulations", Section 174-13.2 "Major Residential Development" as follows (changes are in bold):

- A. Applicability. Major residential development, that is, the potential creation of more than ten (10) lots (unless restricted from residential use) or construction of more than ten (10) dwelling units within a two-year period from or on a property or set of contiguous properties in common ownership as of January 1, 1986, is allowed only on Special Permit, as indicated in #174-8, Schedule of Use Regulations. Subsequent to, or in conjunction with the granting of the Special Permit, compliance with the Rules and Regulations regarding the Subdivision of Land must be met.
- B. Purpose. The purposes of the Special Permit for a Major Residential Development are to:
- (1) Allow for greater flexibility and creativity in the design of residential developments;
 - (2) Encourage the permanent preservation of open space, agricultural and forestry land, and other natural resources;
 - (3) Maintain the Town of Southborough's traditional New England rural character and land use pattern in which small villages contrast with open space and farmland;
 - (4) Encourage more affordable and diverse housing types;
 - (5) Protect scenic vistas;
 - (6) Preserve unique and significant natural and historical resources;
 - (7) Facilitate the construction and maintenance of streets, utilities, and public services in a more economical and efficient manner;
 - (8) Encourage a less sprawling form of development.
- C. Requirements. The requirements for the Special Permit for a Major Residential Development are:
- (1) Prior to filing an application, the applicant shall meet with the Planning Board in order to promote better communication and avoid misunderstanding.
 - (2) Applications for a Special Permit for Major Residential Development shall include a basic development plan and a substantially different alternative development plan, each conforming to the requirements for a preliminary subdivision plan. Substantial difference would be a conventional plan versus a flexible development or two (2) plans of the same type having major differences in the number of lots created, road pattern or open space configuration.

(3) Applicants for Major Residential Development shall file with the Planning Board four (4) copies of the following, to have been prepared by an interdisciplinary team including a registered land surveyor, a professional engineer, and a registered architect or landscape architect:

- (a) The basic alternative development plans described above, conforming to the information requirements for a preliminary subdivision plan under the Subdivision Regulations of the Planning Board. Such plans shall also indicate proposed topography and the results of deep soil test pits and percolation tests at the rate of one (1) every five (5) acres, but in no case fewer than five (5) per major residential development. Test pits shall be located to the satisfaction of the Planning Board so as to indicate the buildability of areas proposed either for development or for bonused reservation.
- (b) A brief written comparison of the impacts of a Flexible Development plan to those that would result from Conventional development of the lot(s), or if the application is for a Conventional Development plan, the analysis should discuss the specific site characteristics which make the conventional plan the best development option, given the purpose and design guidelines for Flexible Development.
- (c) Any additional information necessary to make the determinations and assessments cited in Subsections F and H, below.

D. Flexible Development. The Planning Board may authorize flexible development within a Major Residential Development, with reduced requirements for the area and frontage of individual lots not having frontage on an existing public way, provided that the following are complied with:

- (1) The number of lots shall not exceed the number of lots which could reasonably be expected to be developed under a conventional plan in full conformance with zoning, subdivision regulations and health codes. The Planning Board shall consider the recommendations of the Board of Health, the Conservation Commission, and the Highway Department of the Town of Southborough in making said determination.
- (2) Every lot shall contain lot area of not less than sixteen thousand (16,000) square feet, and have lot frontage of not less than eighty (80) feet. Lots located on the turnaround of a dead-end street shall have a minimum of fifty (50) feet of street frontage providing a front building line is designated on the plan for such a lot, and the width of the lot at this building line is at least equal to the minimum frontage requirement.
- (3) Front yards may be staggered to provide a variety in size of such yards. The minimum average of all front yards shall be twenty (20) feet; however, no front yard shall be less than fourteen (14) feet.
- (4) Side yards shall be a minimum of ten (10) feet in the Residence B district, and not less than twenty (20) feet in all other districts.
- (5) Rear yards shall be a minimum of fifty (50) feet.
- (6) The front, side, and rear setback lines shall be shown on the Definitive Subdivision Plan.
- (7) All development within a Major Residential Development shall contain a minimum of ten percent (10%) of the site area in a natural state exclusive of wetlands, and twenty-five percent (25%) overall shall be dedicated as common open space. Developments that include multifamily units shall comply with the open space requirements of Subsection G(5).

- (8) Any proposed open land, unless conveyed to the Town of Southborough, shall be covered by a recorded restriction enforceable by the Town of Southborough, providing that such land shall be kept in an open space.

E. Meeting Housing Objectives.

- (1) Each development authorized under these provisions shall be economically balanced, evidenced through compliance with the following:
- (a) At least ten percent (10%) of the housing shall be affordable to households having incomes not exceeding eighty percent (80%) of the then-current median income for the Boston Region, as estimated by the HUD Regional Economist.
 - (b) In addition to the above, at least twenty percent (20%) of the housing units shall be affordable to households having incomes not exceeding one hundred forty percent (140%) of the then-current median family income for the Boston Region, as estimated by the HUD Regional Economist.
 - (c) An alternative effort approved by the Planning Board shall be made, determined by the Board to make no less contribution than the above towards meeting the goal of economically balanced development.
 - (d) Continuing affordability shall be assured for at least twenty (20) years through means enforceable by the Town.
- (2) "Affordability" shall mean having a cost for rent, excluding utilities, not exceeding thirty percent (30%) of income or having a purchase price supportable under then-prevailing underwriting guidelines, given not more than a down payment of five percent (5%).
- (3) Fractions of one-half (1/2) dwelling unit or less shall be rounded downward, and other fractions shall be rounded upward in determining the number of units subject to affordability limitations.
- (4) Development within a Critical Resource District (#174-13.3) shall be exempt from the requirements of this section.

F. Bonused Development. The Planning Board shall authorize an increase in lots or dwelling units of thirty percent (30%) above that allowed under Subsection D(1) for the inclusion of affordable housing, except where restricted in the Critical Resource District. The Planning Board may also authorize up to an additional ten percent (10%) increase based on the following criteria, unless it explains in its decision why unusual circumstances cause them to act otherwise:

- (1) For land otherwise eligible to be credited towards lot area but not so credited and either restricted under a conservation restriction or deeded to the Town, if that land is determined by the Planning Board to be of critical importance for retention in an undeveloped state such as the following:
- (a) Land within two hundred (200) feet of existing major roads.
 - (b) Land across which there are important scenic views from publicly accessible points.
 - (c) Land of special habitat or ecological value and fragility.
 - (d) One (1) added lot or dwelling unit for each lot which could reasonably be expected to be developed in the restricted area under a conventional plan in full conformance with zoning, subdivision regulations, and health codes. In making this determination, the Planning Board shall seek the advice of the Conservation Commission.

- (2) For each dwelling unit assured for at least ten (10) years through covenant, repurchase agreement or other means to be sold or leased at costs meeting the guidelines of state or federal housing assistance programs, such as the MHFA first time homebuyer loans: one (1) added lot or dwelling unit for each dwelling unit so assured. In making this determination the Planning Board shall seek the advice of the Housing Authority.
- (3) For land in Southborough not contiguous with the parcel to be developed, whether in the same ownership or not, if made part of the flexible development application and to be preserved under a conservation restriction or deeded to the Town, if the Planning Board determines that the land is of critical importance for retention as provided under Subsection D(1) above; and that the land being developed is not of critical importance for retention: one (1) added dwelling unit for each dwelling unit which could reasonably be expected to have been developed on the restricted parcel under a conventional plan in full conformance with zoning, subdivision regulations, and health codes. In the case of land within the Critical Resource District proposed to be restricted, added dwelling units (which must be outside the district) shall equal double the number reasonably expected on a conventional plan for the restricted land.

G. Multifamily Development. The Planning Board may authorize inclusion of multifamily dwellings within a Major Residential Development, subject to the following, unless authorized as housing for the elderly under #174-8(B)(1)(p):

- (1) To assure internal diversity and continuity with surrounding development, single-family dwellings are allowed within a multifamily development. Not more than two-thirds (2/3) of the dwelling units on any parcel developed subject to these provisions shall be in multifamily dwellings.
- (2) To maintain the visual scale of the community, each dwelling unit shall have its own exterior entrance; there shall be not more than four (4) dwelling units in any structure; and the multifamily structures shall be clustered in groups, with not more than sixteen (16) dwelling units in any group. Buildings within groups shall normally be separated from each other by not less than twice the required side yard, and there shall be not less than one thousand (1,000) feet separation between dwellings in any such group and any other multifamily dwellings on or off the premises, unless the Planning Board authorizes a reduction of up to one-third (1/3) in such requirements, upon its determination that doing so serves the objectives of the bylaw.
- (3) The number of dwelling units allowed shall be the same as the number of lots allowed under the other provisions of #174-13.2, including bonused development. More than one (1) structure may be allowed on a lot, Footnote 2 to #174-8A notwithstanding.
- (4) Visual separation from nearby premises shall be assured through providing yards of double the usually required dimension between any multifamily structure or parking area for six (6) or more cars and the boundaries of the Major Residential Development, and through having any exterior lighting shielded and mounted not more than ten (10) feet high.
- (5) To assure environmental benefit from the compact development which this form of development facilitates, not less than twenty-five percent (25%) of the site area shall be retained in a natural state exclusive of wetlands.

H. Decision. The Planning Board shall approve or approve with conditions a Special Permit for Major Residential Development for the flexible plan, provided that the Board determines that the flexible plan is at least as beneficial to the Town as the basic plan, based upon the considerations established under #174-9, Special Permit Requirements, and Article IV of the Southborough Subdivision Regulations, and the design guidelines listed below. If the Board determines that the basic plan is more beneficial to the Town than the flexible plan, it shall approve Major Residential Development for that plan, provided that it meets all

requirements of the Zoning chapter. The Board shall disapprove both plans only if it determines that the flexible plan is not a good-faith design, or that the more beneficial plan does not conform to the requirements of the Zoning chapter. In evaluating the plans, the following criteria will be considered by the Planning Board as indicating design appropriate to the natural landscape and meeting the purpose of the Major Residential Development:

- (1) Preserve and maintain buffer areas to minimize conflict between residential and agricultural uses.
- (2) Maintain or create a buffer of natural vegetation adjacent to surface waters and wetlands.
- (3) Protect scenic views and vistas.
- (4) The maximum number of lots or units will be contiguous to the Common Land.
- (5) Common Land shall be arranged to protect valuable natural environments such as streams, valleys, outstanding vegetation, or scenic views.
- (6) The elements of the site plan (lots, buildings, circulation, Common Land, landscaping, etc.) shall be arranged favorably with existing natural topography, streams, and water bodies.
- (7) Protection of street appearance and capacity by avoiding development fronting such streets.
- (8) The pedestrian circulation system shall be designed to assure that pedestrians can move safely and easily on the site and between properties and activities within the site and neighborhood.
- (9) The street system shall provide the safe and convenient movement of vehicles on and off the site and is designed to contribute to the overall aesthetic quality of the development.
- (10) The Common Land shall be reasonable contiguous and coherent.
- (11) If the tract of land abuts adjacent Common Land or other permanently protected open space, the Common Land shall be connected with such adjacent Common Land and with such permanently protected open space.

The granting of a Flexible Development and/or Major Residential Development Special Permit shall in no case be construed as an approval under the Subdivision Rules and Regulations.

Subsequent to granting the Special Permit and approval of a Definitive Plan of Subdivision, the Planning Board may permit, without initiating a new Special Permit proceeding, the relocation of lot lines within the development. Any change in the layout of streets; in the use, ownership and layout of the Common Land; or any other conditions stated in the original Special Permit shall require written approval of the Planning Board. The Planning Board may, upon its determination, require a new Special Permit if it finds that the proposed changes are substantial in nature and/or impact public health or safety.

or do or act anything in relation thereto.

MOTION (as stated in the words of the ARTICLE) MADE: (2/3 vote required)

AMENDMENT to MOTION MADE: To strike #7 from Section D. Flexible development.

DEFEATED by MAJORITY VOTE: To strike #7 from Section D. Flexible development.

MOTION: (as stated in the words of the ARTICLE) PASSED by the following HAND COUNT VOTE:
YES: 63 NO: 30.

ARTICLE 54: To see if the Town of Southborough will vote to place the parcel of land known as St. Mark's Golf Course, containing 61+/- acres, parcel 2, map 45 of the Southborough Assessors' records into the "Critical Resource District"; or do or act anything in relation thereto.

MOTION MADE: That the Town of Southborough place the parcel of land known as St. Mark's Golf Course, containing 61+/- acres, parcel 2, map 45 of the Southborough Assessors' records into the "Critical Resource District".

MOTION MADE: To LIMIT DEBATE (2/3 vote required)

VOTED UNANIMOUSLY: To LIMIT DEBATE.

DEFEATED (Motion) by the following HAND COUNT VOTE: YES: 24 NO: 71, That the Town of Southborough place the parcel of land known as St. Mark's Golf Course, containing 61+/- acres, parcel 2, map 45 of the Southborough Assessors' records into the "Critical Resource District".

ARTICLE 55: To see if the Town will vote to accept as a public way Sunrise Drive described as follows:

DESCRIPTION OF SUNRISE DRIVE

Beginning at a point on the westerly side of Breakneck Hill Road said point of beginning being N 22-14'-14" E, 33.19 feet from a granite monument at the northeast corner of land of the Mass. Turnpike Authority, thence by a curve to the left of radius 25.00 feet an arc length of 22.99 feet (chord - S 83-39'-12" W, 22.19 feet) to a point, thence S 57-18'-26"W 29.13 feet to a point, thence by a curve to the right of radius 425.00 feet the arc length of 104.34 feet to a point, thence S 71-22'-25" W 280.38 feet to a point, thence by a curve to the right of radius 225.00 feet an arc length of 93.31 feet to a point, thence N 84-51'-57" W 38.76 feet to a point, thence by a curve to the left of radius 30.00 feet an arc length of 27.40 feet to a point, thence by a curve to the right of radius 60.00 feet an arc length of 225.00 feet to a point, thence S 12-20'-18" E 2.60 feet to a point, thence by a curve to the right of radius 57.40 feet an arc length of 69.93 feet to a point, thence N 57-27'-51" E 2.60 feet to a point, thence by a curve to the left of radius 30.00 feet an arc length of 27.40 feet to a point, thence S 84-51'-57" E 38.76 feet to a point, thence by a curve to the left of radius 175.00 feet an arc length 72.57 feet to a point, thence N 71-22'-23" E 280.38 feet to a point, thence by a curve to the left of radius 375.00 feet an arc length of 92.06 feet to a point, thence N 57-18'-26" E 21.05 feet to a point, thence by a curve to the left of radius 25.00 feet an arc length of 39.27 feet to a point, thence S 32-41'-34" E 59.47 feet to a point, thence S 38-58'-55" E 27.01 feet to the point of beginning. Said parcel land comprising a total area of 39,373 s.f.

Also including an easement area to the Town of Southborough over a southerly strip of Lot 3 described as follows:

Beginning at the southwesterly corner of Lot 3 (at the corner of Lot 4A), thence S 12-20'-13" E 2.60 feet to a point, thence by a curve to the right of radius 57.40 feet an arc length of 69.98 feet to a point, thence N 57-27'-51" E 2.60 feet to a point, thence by a curve to the left of radius 60.00 feet an arc length of 73.10 feet to the point of beginning at the corner of Lot 4A. Said easement area being a total of 186 s.f.

All of said bounds being shown on a Plan entitled "Plan of Acceptance of Sunrise Drive in Southborough, Massachusetts, scale 1"=40' Date: Jan. 16, 1991".

or do or act anything in relation thereto.

MOTION: (as stated in the words of the ARTICLE) PASSED by MAJORITY VOTE.

ARTICLE 56: To see if the Town will vote to authorize a "Town Operations Officer" Committee consisting of five (5) members: one to be appointed by the Town Moderator, two appointed by the Board of Selectpersons, one Advisory Board Member, and one Personnel Board Member, for the purpose of studying the role and responsibilities of a Town Operations Officer or appropriate title based upon findings, and providing recommendations, if any, for establishing a position whose roles and responsibilities are consistent with the effective and efficient day to day operations of the town government. Said committee will report to the next annual town meeting, or do or act anything in relation thereto.

MOTION MADE: That the Town authorize a "Town Operations Officer" Committee consisting of five (5) members: one to be appointed by the Town Moderator, two appointed by the Board of Selectpersons, one Advisory Board Member, and one Personnel Board Member, for the purpose of studying the role and responsibilities of a Town Operations Officer or appropriate title based upon findings, and providing recommendations, if any, for establishing a position whose roles and responsibilities are consistent with the effective and efficient day to day operations of the town government. Said committee will report to the next annual town meeting.

AMENDMENT TO MOTION: That the Town authorize a "Town Operations Officer" Committee consisting of five (5) members: one to be appointed by the Town Moderator, two appointed by the Board of Selectpersons, one Advisory Board Member, and one Personnel Board Member, for the purpose of studying the role and responsibilities of a Town Operations Officer or appropriate title based upon findings, and providing recommendations, if any, for establishing a position whose roles and responsibilities are consistent with the effective and efficient day to day operations of the town government. Said Committee will be appointed by July 1, 1991 and report to the next annual town meeting.

MOTION MADE: TO LIMIT DEBATE. (2/3 vote required.)

VOTED UNANIMOUSLY: TO LIMIT DEBATE.

PASSED by MAJORITY VOTE: (Motion as amended) That the Town authorize a "Town Operations Officer" Committee consisting of five (5) members: one to be appointed by the Town Moderator, two appointed by the Board of Selectpersons, one Advisory Board Member, and one Personnel Board Member, for the purpose of studying the role and responsibilities of a Town Operations Officer or appropriate title based upon findings, and providing recommendations, if any, for establishing a position whose roles and responsibilities are consistent with the effective and efficient day to day operations of the town government. Said Committee will be appointed by July 1, 1991 and report to the next annual town meeting.

ARTICLE 57: To see if the Town will vote to amend Chapter 41, section 20 of the Code of the Town of Southborough, Massachusetts by the following: "The establishment of the Quorum for town meetings be set at four percent (4%) of the registered voters as of the preceding January 1st or one hundred fifty (150) voters at town meeting, whichever is greater, for the transaction of business and no Article shall be acted upon unless a Quorum is present.", or do or act anything in relation thereto.

MOTION MADE: That the Town will vote to amend Chapter 41, section 20 of the Code of the Town of Southborough, Massachusetts by the following: "The establishment of the Quorum for town meetings be set at four percent (4%) of the registered voters as of the preceding January 1st or one hundred fifty (150) voters at town meeting, whichever is greater, for the transaction of business and no Article shall be acted upon unless a Quorum is present."

MOTION MADE: To LIMIT DEBATE. (2/3 vote required)

VOTED UNANIMOUSLY: To LIMIT DEBATE.

MOTION: (as stated above) DEFEATED by MAJORITY VOTE.

ARTICLE 58: To see if the Town will vote to change the tenure of all appointed Town officials and board members to begin on July 1 and expire June 30, at the conclusion of the statutory period, or do or act anything in relation thereto.

MOTION: (as stated in the words of the ARTICLE) PASSED by MAJORITY VOTE.

ARTICLE 59: To see if the Town will vote to establish a committee whose purpose is to fill vacancies of Elected Town Officials. The committee will be comprised of the Chairs of Selectpersons and Southborough School Committee, the Town Moderator and the remaining members of the organization/board. Said committee will be governed by the procedures and policies established and approved for filling appointed positions, or do or act anything in relation thereto.

MOTION MADE: TO POSTPONE INDEFINITELY.

VOTED UNANIMOUSLY: TO POSTPONE INDEFINITELY.

ARTICLE 60: To see if the Town will vote to establish a committee for filling vacancies of the Office of Town Moderator to be comprised of the Chair of the Board of Selectpersons, Southborough School Committee and the Planning Board or do or act anything in relation thereto.

MOTION MADE: TO POSTPONE INDEFINITELY.

PASSED by MAJORITY VOTE: TO POSTPONE INDEFINITELY.

ARTICLE 61: To see if the Town will vote to withdraw, effective July 1, 1991, from the Central Mass. Mosquito Control Commission which was established pursuant to Chapter 252, Sect. 5A of Massachusetts General Laws and to which the town has been a member since 1974, or do or act anything in relation thereto.

MOTION MADE: That the Town withdraw, effective July 1, 1991, from the Central Mass. Mosquito Control Commission which was established pursuant to Chapter 252, Sect. 5A of Massachusetts General Laws and to which the town has been a member since 1974.

MOTION MADE: TO LIMIT DEBATE.

VOTED UNANIMOUSLY: TO LIMIT DEBATE.

DEFEATED by MAJORITY: To withdraw, effective July 1, 1991, from the Central Mass. Mosquito Control Commission which was established pursuant to Chapter 252, Sect. 5A of Massachusetts General Laws and to which the town has been a member since 1974.

ARTICLE 62: To see if the Town will vote to accept the provisions of Chapter 213, Acts of 1989, "An Act Authorizing Cities and Towns to Penalize Those Who Abandon Motor Vehicles.", or do or act anything in relation thereto.

MOTION: (as stated in the words of the ARTICLE) PASSED BY MAJORITY VOTE.

ARTICLE 63: To see if the Town will authorize the Board of Assessors to use free cash in the town Treasury, and if so, what sum for the purpose of reducing the amount to be raised and appropriated and assessed as taxes in the fiscal year beginning July 1, 1991 and ending June 30, 1992, or do or act anything in relation thereto.

MOTION MADE: TO BE POSTPONED INDEFINITELY.

VOTED UNANIMOUSLY: TO BE POSTPONED INDEFINITELY.

At 11:37 P.M. on Thursday, April 11, 1991, it was MOVED and UNANIMOUSLY VOTED to DISSOLVE the ANNUAL TOWN MEETING of April 8, 1991 and the ADJOURNED SESSIONS of April 9, and 11, 1991.

A true copy:

Attest: PAUL J. BERRY, TOWN CLERK



SPECIAL TOWN MEETING
Tuesday, July 16, 1991

At the SPECIAL TOWN MEETING duly called and held in the A. S. Woodward Memorial School, Southborough, MA, on Tuesday, July 16, 1991 at 7:30 P.M., the following Article was voted upon in a legal manner. There was a quorum present, (150 voters = quorum, (249) Voters were present).

Checkers: Janet M. E. Mattioli
Lidia A. Kiley

The Meeting was called to order at (7:42 P.M.) by Town Moderator, John H. Wilson.

The following Tellers were appointed by Moderator Wilson and sworn-in by Town Clerk, Paul J. Berry:

Richard V. Upjohn	65 Deerfoot Road
Ronald LaRochelle	16 Skylar Drive
Richard E. Noble	48 Main Street
Marvin V. Ostrovsky	1 Tara Road

Moderator Wilson had requests from the following non-voters to attend the Special Town Meeting:

Dennis M. DiSalvo	Superintendent of Southborough Schools
Perry P. Davis	Assistant Superintendent of Southborough Schools
Robert E. Melican	Assistant Superintendent of Southborough Schools

There being no objections from the floor, it was Voted to allow the above non-voters to remain.

Moderator Wilson noted the receipt of the return of the Posting of the Warrant for the Special Town Meeting by the Constable.

ARTICLE 1: To see if the Town will reduce the Northborough-Southborough Regional School District assessment from \$1,594,493.00 to \$1,464,468.00, a reduction of \$130,025.00, and to reduce the amount of money raised and appropriated in Article 9 at the Annual Town Meeting held on April 9, 1991 from \$10,078,851.00 to \$9,948,826.00, or do or act anything in relation thereto.

MOTION MADE: That the Town vote to reduce the Northborough-Southborough Regional School District assessment from \$1,594,493.00 to \$1,450,021.00, a reduction of \$144,472.00, and amend Article 9 of the Annual Town Meeting held on April 9, 1991, to read that the Town vote the sum of \$9,934,379.00 for the operation of the General Government as follows:

Transfer from the Cemetery Reserve \$25,000.00
Transfer from Overlay Reserve \$50,000.00
and that the balance of \$9,859,379.00 be raised and appropriated.

MOTION MADE: To LIMIT DEBATE. (2/3 vote required)
VOTED UNANIMOUSLY: To LIMIT DEBATE.

Special Town Meeting (cont.)

PASSED by MAJORITY VOTE: To reduce the Northborough-Southborough Regional School District assessment from \$1,594,493.00 to \$1,450,021.00, a reduction of \$144,472.00, and amend Article 9 of the Annual Town Meeting held on April 9, 1991, to read that the Town vote the sum of \$9,934,379.00 for the operation of the General Government as follows:

Transfer from the Cemetery Reserve \$25,000.00

Transfer from Overlay Reserve \$50,000.00

and that the balance of \$9,859,379.00 be raised and appropriated.

At 8:50 p.m. on Tuesday, July 16, 1991, it was MOVED and UNANIMOUSLY VOTED to DISSOLVE the Special Town Meeting of July 16, 1991.

A true copy:

Attest:

PAUL J. BERRY, TOWN CLERK

ANNUAL TOWN ELECTION, MAY 13, 1991

TOWN MODERATOR, 1 Year

John H. Wilson	1290
Bruce Sturgeon	1
Joe DiGiovanni	1
Joseph Hubley	1
Blanks	321
Total	1614

SELECTMEN, 3 Years

Peter J. Aspesi	310
Davis O. Cowles	872
David L. Kirchthurn	350
Donna McDaniel	1
Charles Swartwood	1
Michael Backer	1
Luc J. Schepens	1
Blanks	78
Total	1614

BOARD OF ASSESSORS, 3 Years

Charles W. Johnson	1169
Blanks	445
Total	1614

*SCHOOL COMMITTEE, 3 Years

(Vote for two)	
Andrew W. Davis	802
Michael F. Burnham	899
Diane O. Johnson	793
Kevin Moran	1
Rose Colley	1
Blanks	732
Total	3228

BOARD OF HEALTH, 3 Years

Philip G. Mauch	961
Philip Vasil	519
Blanks	134
Total	1614

WATER COMMISSIONERS, 3 Years

John P. Manning	1189
Blanks	425
Total	1614

BOARD OF TRUSTEES OF LIBRARY, 3 Years

(Vote for two)	
Elizabeth B. White	1006
David L. Flynn	910
Richard V. Upjohn	570
Blanks	742
Total	3228

CEMETERY COMMISSIONERS, 3 Years

John Mauro	1205
Leo J. Pessini, Jr.	284
Blanks	125
Total	1614

CEMETERY COMMISSIONERS, 1 Year

Robert B. Bezokas	1193
Mike Burnham	1
Fred Quinn, Sr.	1
Francis Perkins	1
Blanks	418
Total	1614

PLANNING BOARD, 5 Years

Charles E. Gaffney	991
Elmer A. Onthank, III	502
Blanks	121
Total	1614

SOUTHBOROUGH HOUSING AUTHORITY, 1 Year

Mary Rose A. Monfalcone	1182
Bonnie Phaneuf	2
Blanks	430
Total	1614

OVERRIDE QUESTION NO. 1

Shall the Town of Southborough be allowed to assess an additional \$30,000 in real estate and personal property taxes for the purpose of purchasing two police cruisers (Article 2) for the fiscal year beginning July first, nineteen hundred and ninety one?

Yes	812	Blanks	35
No	767	Total	1614

ANNUAL TOWN ELECTION, MAY 13, 1991 (cont.)

OVERRIDE QUESTION NO. 2

Shall the Town of Southborough be allowed to assess an additional \$75,000 in real estate and personal property taxes for the purpose of purchasing one front end loader for the Highway Department (Article 16) for the fiscal year beginning July first, nineteen hundred and ninety-one?

Yes	566	Blanks	41
No	1007	Total	1614

OVERRIDE QUESTION NO. 3

Shall the Town of Southborough be allowed to assess an additional \$25,000 in real estate and personal property taxes for the purpose of purchasing one new 4 wheel drive utility truck for the Highway Department (Article 17) for the fiscal year beginning July first, nineteen hundred and ninety-one?

Yes	489	Blanks	55
No	1070	Total	1614

OVERRIDE QUESTION NO. 4

Shall the Town of Southborough be allowed to assess an additional \$16,000 in real estate and personal property taxes for the purpose of purchasing one new brush chipper for the Tree Warden (Article 24) for the fiscal year beginning July first, nineteen hundred ninety-one?

Yes	537	Blanks	48
No	1029	Total	1614

OVERRIDE QUESTION NO. 5

Shall the Town of Southborough be allowed to assess an additional \$25,000 in real estate and personal property taxes for the purpose of making capital improvements (Heating System Repairs) to the A.S. Woodward School (Article 36) for the fiscal year beginning July first, nineteen hundred ninety-one?

Yes	1044	Blanks	37
No	533	Total	1614

ANNUAL TOWN ELECTION, MAY 13, 1991 (cont.)

QUESTION NO. 6

"Shall an act be presented to the General Court in the year nineteen hundred and ninety-one, to be enacted entitled 'An Act establishing a Department of Public Works in the Town of Southborough'?"

SUMMARY

This question asks voters if they are in favor of asking the legislature to approve an act that would allow Southborough to establish a Department of Public Works that would combine the existing Highway, Water, and Cemetery Departments and the Tree Warden.

A Superintendent of Public Works appointed by the Board of Selectpersons for a three year term would be responsible for the operation and administration of the department.

The new department would include the existing Highway, Cemetery, and Water Departments and Tree Warden function. However, as appropriate, other departments and/or functions may also be placed under the direction of the Superintendent of Public Works.

The new department will develop an organizational structure which will minimize supervisory and administrative personnel and maximize utilization of operational and direct labor personnel determined by the Superintendent of Public Works.

The current elected and autonomous Water Commissioners, Cemetery Commissioners, and the Tree Warden posts would be eliminated.

A new five-member Public Works Planning Board would be appointed by the Moderator and Planning Board (three by the Moderator and two by the Planning Board) for three year terms to advise the Selectpersons in planning, managing and financing the town's infrastructure.

The change, if approved by the majority of voters and the state legislature, would become effective immediately following

QUESTION NO. 6 (cont.)

R E C O U N T

approval by the state legislature or 30 days from notification, whichever is later.

This questions is submitted by the Town Government Study Committee.

Yes	957	Blanks	62
No	595	Total	1614

QUESTION NO. 7

"Shall an act be presented to the General Court in the year nineteen hundred and ninety-one, to be enacted entitled "An Act raising the number of elected Selectpersons from three (3) to five (5) in the town of Southborough."

SUMMARY

This question asks voters if they are in favor of asking the legislature to approve an act that would increase the number of elected Selectpersons to five (5) from three (3).

Of the two (2) newly established Selectpersons, one would initially be elected to serve a full three (3) year term and the other would be elected to serve a two (2) year term.

Currently elected Selectpersons will serve out his/her existing terms and may seek re-election as an incumbent or seek election to one of the newly established Selectperson positions.

The change, if approved by the majority of voters and legislature, would be effective the next scheduled May town election, following approvals.

Yes	617	Blanks	57
No	940	Total	1614

A true copy:

Attest: PAUL J. BERRY, TOWN CLERK

*SCHOOL COMMITTEE, 3 Years

Andrew W. Davis	801
Michael F. Burnham	901
Diane O. Johnson	793
Kevin Moran	1
Rose Colley	1
Blanks	731
Total	3228

A true copy:

Attest: PAUL J. BERRY, TOWN CLERK

Educational Report



SOUTHBOROUGH TOWN REPORT
SCHOOL COMMITTEE
1991

Mr. John J. Ford III
Mr. Andrew Davis
Mrs. Catherine D. Alsterlund
Mr. Michael F. Burnham
Mr. Norman M. Clement

Chairperson
Vice Chairperson
Secretary

ADMINISTRATION

Superintendent of Schools

Mr. Dennis M. DiSalvo
B.S. Ed. M.A. C.A.G.S.

Assistant Superintendent

Mr. Robert E. Melican

Assistant Superintendent

B.S. Ed. M.Ed. C.A.G.S.
Dr. Perry P. Davis
B.A. M.A. C.A.G.S. Ed.D.

Secretary to Superintendent

Mrs. Nancy A. Fraser

Secretary to Assistant Superintendent

Mrs. Helen A. Yanco

Receptionist/Typist

Mrs. Maureen C. Murphy

Financial Secretary - Algonquin

Mrs. Sylvia T. Ainsleigh

Financial Secretary - Southborough

Mrs. Barbara Sanchioni-Armstrong

Financial Secretary - Northborough

Mrs. Janet S. DeNapoli

Business Office

Algonquin Regional High School

Bartlett Street

Northborough, MA 01532

Office Hours:

8:00 a.m.-4:30 p.m.

Telephone:

351-7000

SUPERINTENDENT'S REPORT

On behalf of Mr. John Ford, III, Chairperson, and School Committee members, Mr. Norman Clement, Mrs. Catherine Alsterlund, Mr. Andrew Davis, and Mr. Michael Burnham, allow me to extend thanks to the Southborough Community, Southborough teaching staff, administration, parents, children, elected officials of the town and town employees for making 1991 an extraordinary school year.

THE MARY FINN SCHOOL

Curriculum:

Our curriculum efforts remained focused on our primary values of active learning, embracing diversity and shared decision-making. We reference these values to shape our decisions in creating programs that meet the specific needs of each student.

Language instruction is our primary objective. We have supported this objective through the use of whole language and language immersion. This process integrates print in books, charts and student writing to engage a child's senses and make language more meaningful. We continued to explore alternative methods of assessing student learning and have extended the assessment base to include more developmental tests.

Parent volunteers continued to work with students on our computers and assisted children writing stories which we published at school. Children also practiced their language skills by using special computer software.

A great deal of emphasis is placed on our science and social studies curriculum through the use of thematic teaching. Reading is taught through science and social studies concepts. We are able to expand and broaden our language exposure because we are not limited by time constraints. Thematic teaching allows us the time we need on a particular topic. A topic can now be thoroughly discussed, researched and acted upon.

We are in the third year of a three year effort to develop a "Child Study Team". This program is assisted through a federal grant. The Child Study Team is used as a resource for developing educational programs for students. We have been extremely successful with this new model. With it we draw upon our professional personnel to coordinate and evaluate each child's program. This team focus on a child's learning greatly enhances our desire to provide meaningful services to children.

The Finn School has a "cooperating school" with Framingham State College. Finn has had the opportunity to assist in the training of new teachers. There is a mutual benefit from this experience. As student teachers work with us they learn and we learn more about our own students. We have been part of a

consortium to help set direction in teacher training programs. Our reputation of excellence is spreading and we are proud to know that we are a model school.

Parent Group:

Finn S.O.S. parents continued to play a key role in the operation of the school. We value the contributions they make. Parents are partly responsible for the success of the school. They provide assistance with projects as chaperons and with tutorial and computer programs.

During the year, the S.O.S. conducted a number of family activities such as the Special Person Breakfast, the Finn Family Feast, and the Finn Family Fun Fair. The money raised from these activities was given back to the school providing cultural arts and other programs of interest. Our "extended curriculum" would not be possible without the assistance of our parent group.

Chapter I:

Chapter I is a federally funded grant program. By combining these federal funds with local funds a part-time tutor is hired and utilized for both kindergarten and grade one students. This tutor works with children who have shown some evidence of being "at risk".

Specifically the tutor works in the areas of attending, following directions, problem-solving and language development.

Chapter One services are delivered in small group sessions mostly in the classroom. Our evaluation results indicate that this program, combined with the regular day school program is very successful.

Staff Development:

The Finn staff have participated in a number of professional development activities. Teachers have attended conferences on "portfolio assessment" and developmental placement of children". Release day activities have included the new special needs law and its implication for Southborough.

MARGARET A. NEARY SCHOOL

The year 1991 has been one of growth at Neary School. Our population has grown by fifty students in the last year, giving us 380 students in grades two through five. Our average class size has increased somewhat, resulting in some classes of 24 and 25 students. Our most substantial growth however, has been in the area of curriculum. Following a year long study of grouping patterns, we made the decision to stop tracking students for reading and mathematics instruction. Instead, we have begun to use a greater variety of grouping strategies including cooperative

groups. The changes in grouping have led to a number of exciting curricular changes with the major focus on mathematics instruction. The National Council for Teachers of Mathematics recently released a report on the state of mathematics instruction in America. It recommends that we spend less time on low level calculation skills and spend more time engaging students in solving real problems which require higher order thinking skills. Throughout the school we have developed new strategies and units that focus on "real math". One example of this "real math" was presented to fourth graders in the fall: Plan and get the price of a Thanksgiving dinner for twenty people. Small cooperative groups of students poured over cookbooks for quantities and menu suggestions, analyzed prices from grocery store flyers, and added up the total bill. Students were able to apply their computation skills of multiplication, division, addition, and subtraction while engaged in a problem that required real thinking to solve. With funding from the Dwight D. Eisenhower Grant, Neary teachers have been involved with Annette Raphael of Milton Academy in a series of training workshop. She has shown us many ways to engage students mathematically while teaching the still important calculation skills. Our students and our teachers are responding well to these changes.

In addition, Neary teachers continue to add to their multidisciplinary repertoire, regularly creating broad units of study that involve social studies, reading, writing, mathematics, science, music, and art. In keeping with the School Committee's mission of active learning, we continue to develop units that actively engage students and stretch their thinking skills. Staff development programs have included Whole Language, Technology, Thinking Skills Development, and Cooperative Learning Strategies. Ours is an active faculty, committed to membership in a community of learners.

Extra curricular activities are abundant for Neary students. The S.T.E.P. program offers enrichment courses that meet before or after school at a nominal fee. In 1991 classes included such programs as Lego Logo, drama, aerobics, computers, photography, cooking, and model making. Fifth grade chorus involves about 70 students and performs at assemblies and evening programs. Orchestra and band students are active in both beginners' and advanced levels. The school newspaper is published bimonthly by about 50 fifth grade students. Students volunteer regularly to work with the multiply-handicapped students in our collaborative classroom. They voluntarily give up recess to work in the art room to develop and perform puppet shows.

Parents continue to support activities at the heart of our school. In 1991 we witnessed cultural arts programs funded by S.O.S. including authors, scientists, poetry workshops, story tellers, and puppeteers. In addition, S.O.S. funded the transportation for field trips that took Neary students to museums, an aquarium, Mystic Seaport, and Sturbridge Village. In every case, the S.O.S. program supported and enriched the curriculum.

S.O.S. supported teachers with appreciation brunches, two luncheons and a surprise monetary gift to each teacher in recognition of the many dollars teachers spend each year on the little extras for their classrooms. In September, S.O.S. presented the Neary library with a C.D. player that connects with our Macintosh computer. We now have an electronic encyclopedia available for students and staff! In addition, parents have volunteered for hundreds of tasks in the school. We couldn't do what we do without them!

WOODWARD MIDDLE SCHOOL

The pursuit of academic excellence continues to be the major goal of the Woodward School. The program has continued to grow and flourish with a variety of instructional offerings and a diversity of methodology exhibited at the school. Interdisciplinary teaching units have provided students with opportunities to develop their skills in an exciting and fruitful way. For example at the seventh grade level, teachers have presented a unit connecting Language Arts, Reading, Home Economics and Art. This successful unit involved the writing, illustrating, and binding of children's stories, and the reading of these stories to pre-school children in a story hour format.

Community service has been an emphasis for Woodward students. A community service requirement has been built into the eighth grade curriculum to allow students to participate in a self designed project based on helping others in the community. food and clothing drives have been held by students at grade six and seven to foster the spirit of giving and to engender sensitivity to the needs of others less fortunate.

Cooperative Learning strategies are being used on a regular basis in Woodward classrooms. Teachers utilize this technique to encourage cooperation and teamwork among students in the pursuit of learning. Teacher training in this instructional methodology has been valuable in its implementation.

January was a special month for teachers at Woodward. As part of the Teacher Appreciation Month in the Northboro-Southboro Schools, the students prepared a surprise assembly for the Woodward staff. The theme, Thanks for Caring, was symbolized for posterity by a student made banner which hangs permanently in the gym. Students prepared a special rendition of "We Are the World" which was sung by the entire student body. After student speeches in honor of the teachers, each teacher was given a small clock as a memento of the occasion.

In March a week long Artist in Residence program was held at Woodward. Two actors from the Worcester Children's Theatre presented a series of drama experiences. Students were treated to a performance of Couplets, a collage of scenes whose objective was to demystify Shakespeare. Following this presentation students worked on the art of improvisation which culminated in a series of plays performed by the students themselves.

Again, Woodward students distinguished themselves by putting on three performances of the musical, Our Miss Brooks. Seventy six of Woodward's finest participated in some way in the production. The singing, dancing and acting was enhanced by the dazzling sets and lighting. The play was an artistic success and demonstrated that, given the opportunity, middle level students are capable of incredible things.

On a fine May day, Woodward students were given an opportunity to participate in an event called Tour de Southborough as part of Bicycle Safety Week in the schools. This middle school event had over 100 students participate in a team bicycle rally with prizes given in several categories. Earlier that week the student body was treated to a trick bicycling performance by Freestyle Performance, a professional troupe of bicyclists. All the events of the week stressed bicycle safety, especially the need for wearing helmets.

Woodward end of year activities were a success. The annual Awards Day Ceremony was particularly illustrative of the spirit of togetherness at Woodward. Students in grades 6, 7, and 8 were given awards in academics, athletics, community service, fitness and citizenship to the enthusiastic applause and support of their peers. The delivery of an address by Kristin Souers, an eighth grade student government representative, about the friendship and caring of her classmates provided a poignant moment. Her speech was complimented by three of her peers who sang, "That's What Friends Are For". Capping the ceremony was the traditional raising of a banner marking the end for another eighth grade class at Woodward.

The fall semester at Woodward brought about a successful fundraising activity to provide funding for intramural sports, transportation of the sixth grade to Otter Lake and other activities for kids. Over \$8000 was raised during the period, the bulk of it coming from a volleyball Marathon. Mr. William O'Connor was instrumental in making this event a success.

The form of governance at Woodward is changing. The strengthening of the Student Government program and the implementation of a School Council will provide necessary and valuable input to the process of decision-making at the school. The Annual School Meeting, which is one of the activities of the Student Government, is creating relevant change within the school. Warrant articles are suggested by students and discussed in a Town Meeting format where the entire student body has the opportunity to vote. This activity gives the students hands-on experience in our form of local government.

Although the School Council has only operated in a pilot form for one year, it is continuing this year with an expanded membership and agenda. Parents, teachers, and students meet on a regular basis to help formulate Woodward School Policy.

Professional Development efforts at Woodward were designed to provide a balance between system and teacher needs. The topics presented are varied with an eye to making the programs interesting and relevant to the teachers. In February Woodward participated with the faculty of Northboro Middle School in a workshop on Advisor/Advisee programs. Guest speaker at this workshop was Sandra Caldwell, Principal of the Middle School of the Kennebunks in Maine.

Woodward teachers were also involved in a workshop on learning expectations. This program was based on the Skillful Teacher program which the school system has participated in over the last two years.

In the fall, the Woodward staff had a workshop on "Crisis Intervention". The teachers trained in this program are in a better position to be sensitive to the emotional needs of their students.

As part of a school goal to integrate more mathematics into the regular curriculum a workshop was held featuring Eddy Goldstein, a mathematics consultant. In this session, teachers were able to explore the possibilities of using mathematical principles in other subject areas. This program was complemented by a student assembly held during the same day.

E.C.I.A. CHAPTER II

Under the terms of the Education Consolidation and Improvement Act (E.C.I.A.) Chapter II, the Southborough Public Schools applied for and were awarded a grant in the amount of \$3,246 for the 1992 fiscal year.

The grant monies were earmarked for curriculum work in mathematics. Through the recommendation of the Superintendent of Schools, these grant monies were used to purchase mathematics manipulatives for the Neary School.

DWIGHT D. EISENHOWER, TITLE II

Under the terms of the Dwight D. Eisenhower, Title II program, the Southborough Public Schools applied for and were awarded a grant in the amount of \$1,696.00. Through the recommendation of the Superintendent of Schools, consultants have been working with staff members to expand their skills in the area of heterogeneous math instruction.

SPECIAL EDUCATION

The Special Education Program in Southborough is committed to providing outstanding programs for students with special needs. We continue to focus our efforts on strategies related to mainstreaming. This effort has been the Commonwealth's focus and merges nicely with the pre-referral model that our child study teams have initiated. The Child Study Team at Finn School has received a grant for the third year to provide extensive training to staff in the area of pre-referral intervention. This was a highly competitive process which has yielded tremendous results to all students in the Southborough Schools. The Neary School has initiated a similar model yielding positive results.

Our special needs Parent Advisory Council continues to be a highly supportive, active group of community members. Meeting approximately every six weeks, this group continues to provide parent evenings on topics relevant to current issues in education.

The Southborough Public Schools is a member in the Assabet Valley Collaborative. The Collaborative enables a small system like Southborough to service youngsters with low incidence special needs in a superior program in the most cost efficient manner. Without the availability of the collaborative, Southborough's out-of-district costs would be three to four times more than the current budget. Other benefits of the Collaborative include transportation services, occupational therapy and physical therapy. In all, we have four students participating in programs run by the Collaborative.

The new integrated pre-school where youngsters identified as having special needs and youngsters without special needs are brought together for their education continues to be highly successful. Several Southborough students are involved as regular and special education students. There are no costs for families who are interested in having their three and four year olds participate. However, the number of available slots for nonspecial needs students is limited and parents are responsible for transportation.

PUPIL SERVICES:

Our pupil services department consists of all ancillary services available to all students in the Southborough Schools. This includes guidance, remedial reading, health, ESL, Chapter I, etc.

Each of the above mentioned programs are actively involved in providing programs to meet the diversity of needs present in our schools. Our Chapter I program is currently servicing youngsters in grades K-1.

Our guidance department is busy meeting the myriad of social-emotional needs presented by our students and families.

SOUTHBOROUGH PUBLIC SCHOOLS

Enrollment By Grades

October 1, 1991

School	K	1	2	3	4	5	6	7	8	Total
Finn	105	82								187
Neary			108	95	71	96				370
Woodward							82	82	60	224
Total	105	82	108	95	71	96	82	82	60	781

Projected Enrollment By Grades

1992-1993

School	K	1	2	3	4	5	6	7	8	Total
Finn	108	105								213
Neary			82	108	95	71				356
Woodward							96	82	82	260
Total	108	105	82	108	95	71	96	82	82	829

**TOYN OF SOUTHBOROUGH
SCHOOL FINANCIAL STATEMENT
FOR THE 1991 FISCAL YEAR - JULY 1, 1990 THROUGH JUNE 30, 1991**

APPROPRIATION:

Regular Education	\$3,172,959	
Special Education	\$558,653	
Salary Adjustments	\$132,709	
Vocational Education	<u>\$0</u>	
Total Appropriation		\$3,864,321

EXPENDITURES:

REGULAR DAY PROGRAMS

ADMINISTRATION:

School Committee	\$16,104	
Superintendent's Office	<u>\$121,405</u>	
Total Administration		\$137,509

INSTRUCTION:

Supervision	\$23,975	
Principals' Offices	\$216,823	
Teaching (includes Salaries, Workshops, Supplies & Field Trips)	\$2,125,365	
Textbooks	\$14,689	
Library Services	\$72,834	
Audio-Visual Services	\$9,521	
Guidance Services	<u>\$63,361</u>	
Total Instruction		\$2,526,568

OTHER SCHOOL SERVICES:

Attendance Services	\$500	
Health Services	\$48,844	
Pupil Transportation	\$95,852	
Cafeteria Services	\$21,285	
Other Student Body Activities	<u>\$9,334</u>	
Total Other School Services		\$175,815

OPERATION OF PLANTS:

Custodial Services (Salaries & Supplies)	\$169,826	
Heating Buildings	\$39,767	
Electricity	\$65,398	
Telephones	\$17,055	
Gas	\$1,803	
Water	<u>\$2,885</u>	
Total Operation of Plants		\$296,734

MAINTENANCE:

Grounds	\$300	
Buildings	\$43,362	
Equipment	<u>\$18,562</u>	
Total Maintenance		\$62,224

ACQUISITION/IMPROVEMENT OF EQUIPMENT:

New Equipment	\$12,275	
Replacement of Equipment	<u>\$9,996</u>	
Total Acquisition/Improvement of Equipment		\$22,271

TOTAL EXPENDITURES, REGULAR DAY PROGRAMS **\$3,221,121**

SPECIAL EDUCATION - CHAPTER 766

Supervision	\$67,641
Teaching (Salaries & Supplies)	\$288,926
Psychological Services	\$45,437
Health Services	\$13,179
Transportation	\$3,464
Telephone	\$1,193
Equipment Maintenance	\$65
New Equipment	\$297
Programs - Other Schools in Massachusetts	\$111,989
Payments to Collaboratives	<u>\$82,576</u>

TOTAL EXPENDITURES, SPECIAL EDUCATION **\$614,767**

SCHOOL LUNCH ACCOUNT**INCOME:**

Balance from FY90	(\$1,092)	
Total Receipts, FY91	\$91,567	
Appropriation	<u>\$20,535</u>	
Total Income		\$111,010

EXPENSES:

Total Expenditures	<u>\$110,641</u>
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BALANCE TO FY92 **\$369**

P.L. 94-142 SPECIAL NEEDS GRANT

Expenditures	\$2,474	
Unexpended Balance	<u>\$0</u>	
Total Grant Received		\$2,474

CHAPTER I GRANT

Expenditures	\$5,186	
Unexpended Balance	<u>\$200</u>	
Total Grant Received		\$5,386

CHAPTER II E.C.I.A. GRANT

Expenditures	\$3,297	
Unexpended Balance	<u>\$0</u>	
Total Grant Received		\$3,297

CHAPTER II E.E.S.A. GRANT

Expenditures	\$1,139	
Unexpended Balance	<u>\$0</u>	
Total Grant Received		\$1,139

CHAPTER 188 SCHOOL IMPROVEMENT GRANT

Expenditures	\$1,709	
Unexpended Balance	<u>\$0</u>	
Total Grant Received		\$1,709

FACULTY OF SOUTHBOROUGH PUBLIC SCHOOLS
1991-92

MARY E. FINN SCHOOL

Principal

Edward Valinski, B.S.Ed., M.S.Ed., Worcester S.C.

Kindergarten

Sharon Thomson, Team Leader, B.S.Ed., Framingham S.C.

Nancy Bauman, B.A., Regis College

Sara Miller, B.S.Ed., Wheelock College

Grade 1

Marjorie Mitchell, Team Leader, B.A.Ed., Whittier College;
M.S.Ed., Wheelock College

Lorraine Robinson, B.S.Ed., Framingham S.C.

Mary Jane Sparrow, B.A., Univ. of Mass.

Monica Steinberg, B.S.Ed., City College of City U. of NY;
M.S.Ed., Queens College

MARGARET A. NEARY SCHOOL

Principal

Kathleen Lengel, B.S., Southern Conn. S.C.; M.Ed., Univ. of VT

Grade 2

Margaret Daly, Team Leader, B.S. Ed., Bridgewater S.C.

Elna Headberg, B.S.Ed., Framingham S.C.; M.Ed., Worcester S.C.

Marie Majeski, A.B. Anna Maria College; M.Ed., Worcester S.C.

Marie Quinn, B.S.Ed., Bridgewater S.C.

Jennifer Shields, B.S., North Adams S.C.

Grade 3

Rosalie Vendetti, Team Leader, B.S., William Patterson College

Jacqueline Aspesi, B.S. Ed., Framingham S.C.; M.Ed., Worcester S.C.

Kathleen Denning-Lord, B.A., St. Joseph's College; M.Ed., Boston College

Susan Murphy, B.A., Mount Holyoke College

Karen Hierman, B.S., North Adams S.C.

Grade 4

Katharine Howard, Team Leader, B.A., Anna Maria College; M.Ed., Worcester S.C.

Rose Ellis, B.S.Ed., M.S.Ed., Queens College, City Univ. of N.Y.;

C.A.G.S., Worcester S.C.

Mary Ellen Lavelle, A.S., Quinsigamond C.C.; B.S., Fitchburg S.C.

Marilyn Shanahan, B.A., Emmanuel College; M.Ed., Worcester S.C.

Grade 5

Cecilia Lynch, Team Leader, B.A., Anna Maria College; M.Ed., Worcester S.C.

Diane Buffone, B.S., Worcester S.C.; M.Ed., Worcester S.C.

Carolyn Davis, B.S., Salem S.C.; M.A., Lesley College

Daniel Shea, A.A., Worcester Jr. College; B.S. Ed., Bridgewater S.C.

A. S. WOODWARD MIDDLE SCHOOL

Principal

P. Brent Trottier, B.S.Ed., Worcester S.C.; M.Ed., Fitchburg S.C.

Grade 6

Charles Gobron, Team Leader, A.B., Holy Cross; M.Ed., Framingham S.C.

Sandra Bennett, B.S.Ed., M.A., Framingham S.C.

Marylea Bianchi, B.A., Univ. of Mass.; M.Ed., Worcester S.C.

Patricia Gustafson, B.A., Regis College

Grade 7

Gail Dufault, Team Leader, B.A., M.Ed., Worcester S.C.

James Burke, B.A., American International College; M.Ed., Framingham S.C.

Peter Langelier, B.S.Ed., M.Ed., Worcester S.C.

Stephen Wamback, B.S., M.Ed., Worcester S.C.

Grade 8

Lawrence Hockstad, A.B., M.A.T., Harvard Univ.

Linda Miller, A.B., Bates College; M.A.T., Harvard Univ.

David Smith, B.S., Keene S.C.; M.Ed., Worcester S.C.

Computer

Gail Jenks, B.S.Ed., Bridgewater S.C.; M.Ed., Framingham S.C.

French/Spanish

Margaret Marinelli, B.A., Boston College

Health and Physical Education

William O'Connor, B.S.Ed., Northeastern Univ.;

M.Ed., Boston State Teachers College

Home Economics

Jean Ivers, B.S., Framingham S.C.

Industrial Arts

Douglas Somerville, Team Leader (Grade 8), B.S., M.Ed., Bridgewater S.C.

Mathematics

Richard Gablaski, B.S.Ed., M.S., Worcester S.C.

SPECIAL EDUCATION AND PUPIL SERVICES

Administrator of Special Education and Pupil Services

Steven Kaplan, B.A., Fairleigh Dickinson Univ.; M.S., Univ. of RI

School Psychologist/Counselor

Patrice McGourty, B.S., Northeastern Univ.; M.Ed., Rivier College;

C.A.G.S., Assumption College

Special Needs Resource Teachers

Marcia Bachman, B.S.SpEd, Syracuse Univ.; M.Ed., Framingham S.C.

Joyce Burzillo, B.S.Ed., M.Ed., Framingham S.C.

Araksje Tashjian, B.A., Framingham S.C.; M.Ed., Lesley College

Remedial Reading

Joan Lane, B.S.Ed., Worcester S.C.

Patricia Pastner, B.A., Anna Maria College; M.Ed., Worcester S.C.

Chapter I Tutor

Floris Leipzig, B.S., M.S., Syracuse Univ.; C.A.S., National College of Ed., Evanston, IL

Special Needs Tutors

Frances Caddigan, B.S.Ed., Boston College

Joanne Gignac, B.A., Trinity College

Audrey Sullivan, B.S.Ed., Framingham S.C.

Speech Pathologists

Susan Gay, B.S., M.S., Worcester S.C. (P.L. 94-142)

Phyllis Trincia, B.F.A., M.A., Ohio Univ.

Adaptive Physical Education

Neil Burke, B.S., Central Conn. S.C., New Britain; M.Ed., Bridgewater S.C. (P.L. 94-142)

School Nurses

Carolyn Connors, R.N., C.S.N., St. Joseph's Hospital School of Nursing

Frances Carrigan, R.N., St. Vincent's Hospital

School Physician

Dr. Maria Frangione

TEACHING SPECIALISTS

Art

Beverly Dodd, B.F.A., Mass. College of Art

Marsha Gleason, B.A., Westfield S.C.

Neary
Finn/Woodward

Computer

Patricia Lally, B.A.Ed., Univ. of Mass.; M.Ed., Worcester S.C.

Neary

Director of Library/Media

Richard Griffin, B.S., College of the Holy Cross;

M.Ed., Worcester S.C.; C.A.G.S., Boston Univ.

Finn/Neary/Woodward

Guidance

Barbara Cowles, A.B., M.A., Univ. of Michigan

Elizabeth Sobol, B.S., Boston Univ.; M.A., Univ. of Maryland

Woodward
Neary

Music

Frances Alibrio, B.S., Univ. of Conn.; M.M., Univ. of Lowell

Donna Bacherman, B.S., Eastern Nazarene College

Stephen Curtis, B.A., Berklee College of Music

Alan Vaudreuil, B.M.Ed., Berklee College of Music

Neary/Woodward
Finn/Neary
Neary/Woodward
Woodward

Physical Education

Raymond LaChance, B.S., Springfield College

Brenda Lutfy, B.S., M.S., Bridgewater S.C.

Janet Perry, B.S., U.N.H.; M.S., Bridgewater S.C.

Neary
Neary
Finn

SUPPORTIVE PERSONNEL

Director of Volunteers

Ruth Brefka

Finn/Neary/Woodward

Library Aides

Geraldine Molloy, A.B., Emmanuel College

Neary/Woodward

Laurie Woodfin, B.A., Colby College; M.S., Simmons College

Finn/Neary

Special Needs Aide

Christine Procaccini, B.S.Ed., Boston S.C.

Woodward

Margery White, B.S., U. Hartford; M.A., California S.U., Northridge

Finn

Karen Wirtanen, B.S., Gordon College (P.L. 94-142)

Finn

Secretaries

Barbara Gordon

Neary

Patricia Stroup

Woodward

Dorothy Taylor, B.S., Boston Univ.

Finn

Angela Stucchi

Special Needs, Neary

Clerical Aides

Deborah Geever

Finn

Carroll Harris

Woodward

Sara Hamill

Neary

CUSTODIAL PERSONNEL

Robert Dickerson, Head Custodian

Neary

Raymond Provencal, Head Custodian

Finn

Kevin Purcell, Head Custodian

Woodward

Lawrence Bellofatto

Woodward

Joseph Minville (part-time)

Finn

Leonard Needels

Neary

Manuel Quintanilla

Neary/Woodward

CAFETERIA PERSONNEL

Renate Greenlaw, Supervisor of Cafeterias

Neary

Antoinette Haggerty

Neary

Cindy Laughlin

Finn

Kimberley Masterman

Neary

Lisa Nelson

Neary

Anna Pasacane

Neary

Gina Pensalfini

Woodward

Mary Ziobrowski

Woodward

EMERGENCY NUMBERS

Police 485-2121

Fire 485-3232

Ambulance 485-3232

TOWN HOUSE

17 Common Street - Box 9109

Connecting Town House Offices: 485-0710

DEPARTMENT	OFFICE HOURS	INFORMATION
Appeals Board	9:00- 2:00	Maureen Colleary, Sec.; Zoning Variances; Special Permits
Assessors: Mon-Tue	8:00- 4:00	Real Estate Assessments, Automobile Excise
Wed.	8:00-12:00	CLOSED WED. AFTERNOON, THURSDAY AND FRIDAY.
General Office	8:00- 3:00	Carey Burke, Joan Ferretti, Secretaries
Board of Health	8:00- 3:00	Ella Walsh, Health Agent (3-5 by appointment)
Building Insp.	8:00- 3:00	Robert Garfield (3-5 by appointment)
Conservation	8:00- 3:00	Joan Ferretti
Town Planner	9:00- 5:00	Wayne Thies
Receptionist	8:00- 4:00	Maureen Maguire, Wiring & Plumbing/Gas Permits
Board of Selectmen	8:00- 5:00	Janice C. Conlin, Administrative Assistant
Town Accountant	8:00- 4:00	Dorothy M. Phaneuf
Town Clerk)--	9:00- 5:00	Constance C. Maida, Adm. Sec., Auctions, Burial Permits,
)		Bus.Ctff's, Dr.Ctff's, Dog Lic., Fish & Wildlife, Gas Permits,
)		Pot Hole Complaints, Public Records, Raffle Permits,
)		U.C.C. Filings, Vital Statistics
Elections & Registr.	9:00- 2:30	Voter Reg.(T.Clerk's office) (Mon.-Thurs.CLOSED FRIDAY)
Treasurer/Collector	8:30- 4:00	Mary B. Guilford; Bill Payment; Employee Information
Vet. Agent (Tues.eve.)	7:30- 8:30	Irene Burkis Tibert

OTHERS

ADA Coordinator	485-0710	(Americans With Disabilities Act): Janice C. Conlin
Animal Control Officer	485-5947	Charles F. Hamel
Arts Council	481-9351	Martha Henderson, Director, Arts Center, Highland Ave.
Civil Defense	485-3887	Director
Council on Aging	481-7292	Barbara A. Murphy, Chairman
Dept. Public Works	485-1210	John W. Boland, Superintendent
Cemetery Division	485-1618	
Highway Division	485-1210	
Transfer Station	485-2511	Open 8:00 am - 6:00 pm Wednesday through Saturday
Tree Division	485-1210	
Water Division	485-1845	Hours: 7:00 am - 3:30 pm
Housing Authority	481-2166	Carol Renaud, Dir.; Hours: 9:30 am - 12:30 pm
Library	485-5031	Hours: 10:00-5:00 Mon-Sat; 7pm-9pm Tues-Wed-Thurs
Personnel Board	481-6138	William N. Davis, III, Chairman
Recreation Commission	481-5297	Carroll Harris, Director
Youth Commission	481-5676	Ellen Piontek, Laurie Sugarman-Whittier, Co-Directors
Community House	485-9892	28 Main Street
Hot Lunch Program	485-5969	Call by 10:30 a.m. for next day's reservation
Post Office, Main St.	485-2669	Street Lights Out 1-800-922-1132
Citizen info.	1-800-392-6090	Greater Media Cable: 1-800-624-1008

SCHOOLS

Algonquin Regional High	351-7010	Carroll Paine, Principal, Northborough
Superintendent's Office	351-7000	Dennis DiSalvo, Superintendent, Northborough
Ass't Superintendents	351-7000	Perry Davis and Robert Melican, Northborough
Margaret Neary	481-2300	Kathleen Lengel, Principal, Southborough
Mary Finn	485-3176	Edward Valinsky, Principal, Southborough
Woodward	485-2400	P. Brent Trottier, Principal, Southborough
Assabet Valley Rev.Voc.	485-9430	David Tobin, Principal, Marlborough